



ARKANSAS ANNUAL FRANCHISE TAX RETURN INSTRUCTION (AR1250-INS)
DEPARTMENT OF FINANCE AND ADMINISTRATION FRANCHISE TAX SECTION
P.O. BOX 8053, LITTLE ROCK, AR 72203-8053

Online Filing, Payment, and Account Information: www.atap.arkansas.gov

WHO FILES ANNUAL FRANCHISE TAX RETURNS: All domestic and foreign corporations, associations, organizations, and companies constituting a separate legal entity of relationship with the purpose of obtaining a privilege or franchise which is not allowed to them as individuals except those exempted by A.C.A. § 26-54-102, organizations formed pursuant to the Uniform Partnership Act, A.C.A. § 4-46- 101 et seq., or the Uniform Limited Partnership Act, A.C.A. § 4-47-101 et seq.

FINAL RETURN: Indicate if the insurance corporation will not file a franchise tax return in the future. If your intent is to dissolve, please checkmark the "Final" box on the return. Organizations must have filed and paid the prior years of franchise taxes in addition to filing a final return in the current calendar year for the minimum tax due. Any corporation wishing to cease operations must also file a dissolution or withdrawal document through the Business and Commercial Services of Secretary of State once they are cleared for dissolution with DFA.

AMENDED RETURN: Indicate if the insurance corporation has already filed a franchise tax return for this tax period and is submitting changes for the same tax period.

1. BUSINESS INFORMATION: The domestic insurance corporation's name as it appears in the Articles of Incorporation or the foreign corporation's name as it appears in the Application for Certificate of Authority. Indicate in the appropriate box if the Federal ID Number used is a Social Security Number (SSN) or a Federal Employer Identification Number (FEIN).

PLEASE NOTE: The Business Information must be completed in full. The Secretary of State (SOS) filing number and FEIN or SSN are required. Failure to complete the required information can cause errors or delays in the processing of your franchise tax return.

2. TAX CONTACT INFORMATION: Person or firm designated to receive the insurance corporation's franchise tax notices. Please provide a name, address, phone number, and email address.

3. IDENTICAL INFORMATION: On PAPER RETURNS ONLY, if ALL of the information in Sections #4, #5, and #6 is identical as set forth in the prior year's annual return, you may simply check box #3 on the form, sign the return in blue or black ink, and submit the return with payment.

4. PRINCIPAL OFFICE INFORMATION: Address of place of business of the insurance corporation in Arkansas. Please provide the numerical NAICS code assigned. If you need assistance with determining your code, you may contact the Census Bureau at 1-888-756-2427 or NAICS@census.gov.

5. ASSETS PER BALANCE SHEET: Assets calculated as of December 31.

6. TOTAL DUE: Total due is \$300 if the total assets in #5 is less than \$100,000,000. Total due is \$400 if the total assets in #5 is \$100,000,000 or more.

SIGNATURE: Corporation returns shall be signed in blue or black ink by one of the following: president, vice president, secretary, treasurer, controller, other authorized person, or the tax preparer.

ADDITIONAL INFORMATION:

RESPONSIBILITY: Corporations not receiving a form by March 20 must make a written request for paper forms. Franchise taxes can be filed online, through the Arkansas Taxpayer Access Point (ATAP) website at www.atap.arkansas.gov. All corporations must comply with the May 3, 2021, due date.

TAX COMPUTED IN ERROR: Underpayment will be billed to the corporation. Requests for refunds must be submitted with proof to the Department of Finance & Administration Franchise Tax Division at the address shown on voucher.

EXTENSIONS: For tax year 2020, there will be no option to request an extension. **All returns are due on or before May 1.**

AMENDMENTS: Amendments will be accepted for changes that influence the tax calculation or other items on the franchise tax return.

FAILURE TO FILE RETURN: Per A.C.A. § 26-54-107 and 114, corporations shall pay an additional penalty plus interest for late filing of the return or late payment of the tax. In order to be considered timely, tax returns and payments must be received no later than the close of business on May 1 or must be postmarked by the United States Postal Service no later than midnight on May 1. If the due date falls on a weekend or legal holiday, the return will be considered timely filed if postmarked on the next business day.