



**Request for Refund of Louisiana
Citizens Property Insurance
Corporation Assessment**

**INDIVIDUAL
INCOME TAX**

**FILING PERIOD
2009**

| | | | |
|--|---------|-----------|--------|
| → Your first name | Initial | Last name | Suffix |
| → If joint return, spouse's name | Initial | Last name | Suffix |
| → Current home address (number and street including apartment number or rural route) | | | |
| → City, town, or APO | | State | ZIP |

→ Your Social Security Number

→ Spouse's Social Security Number

For address change, mark this box.

For amended return, mark this box.

Louisiana Revised Statute 47:6025 allows a refundable tax credit to reimburse citizens who paid between January 1, 2009, and December 31, 2009, an assessment to fund the Louisiana Citizens Property Insurance Program as a part of their homeowner's insurance premium.

One Property

If you paid the Louisiana Citizens Property Insurance Corporation assessment for only one property, list the property's address, the insurance company's name, and the insurance policy number in the boxes below. Enter the amount of your paid assessment below on Line 1, Total Request for Refund of Louisiana Citizens Property Insurance Corporation Assessment.

| | |
|---------------------|---------------|
| Address of Property | |
| Insurance Company | Policy Number |

More Than One Property

If you paid the Louisiana Citizens Property Insurance Corporation assessment for more than one property, complete the Supplement Schedule for Refund of Louisiana Citizens Property Assessment, Form R-INS Supplement, and attach it to this return. Enter the total assessments paid for all properties listed on the Supplement Schedules on Line 1, the Total Request for Refund of Louisiana Citizens Property Insurance Corporation Assessment.

YOU MUST ATTACH A COPY OF YOUR INSURANCE DECLARATION PAGE FOR ALL PROPERTIES.

REFUND

1. Total Request for Refund of Louisiana Citizens Property Insurance Corporation Assessment. → , .

I declare that I have examined this return, and to the best of my knowledge, it is true and complete. Declaration of paid preparer is based on all available information. I also consent that the Louisiana Department of Revenue may contact my insurance company/companies to verify the amount of the Louisiana Citizens Property Insurance Corporation assessment paid, and I further direct my insurance company/companies to provide the Citizens Insurance Assessment information to the Louisiana Department of Revenue upon request.

| | | | |
|---|------|--|------|
| Your signature | Date | Signature of paid preparer other than taxpayer | |
| Spouse's signature (If filing jointly, both must sign.) | Date | Telephone number of paid preparer | Date |

SPEC CODE

Area code and daytime telephone number

MAIL TO:
Louisiana Department of Revenue
P. O. Box 3576
Baton Rouge, LA 70821-3576



6790



**Instructions for Preparing Your 2009
Louisiana Request for Refund of Louisiana
Citizens Property Insurance Corporation
Assessment (R-540INS)**

SPEC CODE This space at the bottom of the form is to be used only when specifically instructed by the Department of Revenue. Otherwise, leave blank.

ABOUT THIS FORM

The return has been designed for electronic scanning, which permits faster processing with fewer errors. In order to avoid unnecessary delays caused by manual processing, taxpayers should follow the guidelines listed below:

1. An individual may file this form to claim the refund of the Louisiana Citizens Property Insurance Corporation assessment(s) that was paid during calendar year 2009.
2. Print amount only on the line that is applicable.
3. Use only a pen with **black ink**.
4. Because this form is read by a machine, please print your numbers **inside the boxes** like this: , .
5. All numbers should be rounded to the nearest dollar.
6. Numbers should NOT be printed over the pre-printed zeros, in the boxes on the far right, which are used to designate cents (.00).
7. If you are filing an amended return, mark an "X" in the "Amended Return" box.
8. Failure to attach the Insurance Declaration Page(s) will result in this form being returned to you.

Name(s), address, and Social Security Number(s) – Print your name(s), address, and Social Security Number(s) in the space provided. If married, please print Social Security Numbers for both you and your spouse. To notify us of an address change, mark an "X" in the "Address Change" box and complete the lines for current home address, city, state, and zip.

Information concerning the assessment amounts and Insurance Declaration Page – The amount of this assessment may appear as separate line items on what is referred to as the "**Declaration Page**" of your property insurance premium notice. The Declaration Page names the policyholder, describes the property or liability to be insured, type of coverage, and policy limits. Depending on the location of the insured property, these line item charges may be listed as: Louisiana Citizens FAIR Plan **REGULAR** Assessment, Louisiana Citizens FAIR Plan **EMERGENCY** Assessment, Louisiana Citizens Coastal Plan **REGULAR** Assessment, and/or Louisiana Citizens Coastal Plan **EMERGENCY** Assessment. Your total allowable credit is the total of these amounts, if they are shown on the Declaration Page. **Important note: If you are a customer of the Louisiana Citizens Insurance Corporation and you paid the Tax Exempt Surcharge, this surcharge may not be claimed.**

- Print the address of the property, the insurance company's name, and the policy number in the spaces provided.

• Do you own more than one property that incurred an assessment?

If you had more than one property during 2009 that incurred an assessment, prepare and attach Form R-INS Supplement. For more than four properties, use additional R-INS Supplement forms. You must attach the Declaration Page for each property listed. Add all of the assessments that appear on the R-INS Supplement Form, and print the total on Line 1, Total Request for Refund of Louisiana Citizens Property Insurance Corporation Assessment.

9. Sign and date the return. Mail to: Louisiana Department of Revenue
P. O. Box 3576
Baton Rouge, LA 70821-3576.

