

REPORTS DUE FROM REGULATED ENTITIES TO THE MARYLAND INSURANCE ADMINISTRATION

The Maryland Insurance Administration has compiled this listing of reporting requirements for regulated entities as a guide. It is broken down by the kinds of companies subject to these requirements, and provides the specific citation for these requirements, as well as due dates and agency contacts responsible for these filings.

Please note that this summary, for insurers, nonprofit health service plans, health maintenance organizations, dental plan organizations, pharmacy benefit managers, producers and other “regulated entities” authorized to conduct business in Maryland, is meant to provide notice of certain reporting requirements that are enforced by the Maryland Insurance Administration (MIA). The following chart is intended only as a convenient reference and is not a statement of the MIA’s interpretation or enforcement of these reporting requirements. This summary is not to be considered inclusive of all reporting requirements and is not a substitute for full knowledge and compliance with Maryland law and regulations. All regulated entities should refer to the Annotated Code of Maryland on the Maryland General Assembly’s website at mgaleg.maryland.gov and/or to the Code of Maryland Regulation (COMAR) at the Maryland Division of State Documents website at www.dsd.state.md.us for the specific details of these requirements.

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
ALL INSURERS AS DESCRIBED				
Annual Statements/Related Filings (Related filings are detailed on the MIA website For Insurer tab- Company Filing Requirements- Annual Statement Filing)	March 1, or as noted on annual statement filing requirements	All Maryland domestic companies	Lynn Beckner 410-468-2126 efilings.mia@maryland.gov	Elizabeth Muscedere 410-468-2136 elizabeth.muscedere@maryland.gov
Premium Tax Forms (online), Ocean Marine Profits Tax Forms (online) and Payments	Annual March 15 Quarterly: April 15, June 15, Sept. 15, Dec. 15	All Maryland licensed companies and risk retention groups	Pamela Wheaden 410-468-2395 pamela.wheaden@maryland.gov	Financial Regulation 410-468-2109
Supplemental Filing Form for Insurance Regulatory Fund Assessment and Health Care Regulatory Fund Assessment (attached to premium tax return form)	March 15	All Premium Tax Filers	Spencer Harris 410-468-2107 spencer.harris@maryland.gov	Fiscal Services 410-468-2205
Unauthorized Premium Tax Payments	Annual March 15 Quarterly: April 15, June 15, Sept. 15, Dec. 15	As specified in Title 6 of the Insurance Article	Pamela Wheaden 410-468-2395 pamela.wheaden@maryland.gov	Financial Regulations 410-468-2109

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
Holding Company Filings – Forms A, B, C, D and E	As specified in Title 7 of the Insurance Article	As specified in Title 7 of the Insurance Article	Lynn Beckner 410-468-2126 holdingcompanyfiling.mia@maryland.gov	Financial Regulation 410-468-2104
Custodial Agreements	At origination of agreement	All domestic insurance companies and foreign companies subject to retaliatory deposit requirements	Matt Kozak 410-468-2146 matt.kozak@maryland.gov	Financial Regulation 410-468-2104
Insurance Regulation Fund Assessment §2-501, et al. Insurance Article	August/ September	All insurers except surplus lines, risk retention groups, fraternal organizations, motor clubs, certified reinsurers, accredited reinsurers and Chesapeake Employers' Insurance Co.	Spencer Harris 410-468-2107 spencer.harris@maryland.gov	Fiscal Services 410-468-2205
Certificates of Compliance for Advertising COMAR 31.15.02.18	March 1	Each insurer filing an annual statement FORM	Salama Karim-Camara 410-468-2393 coca.mia@maryland.gov	Raymond Guzman 410-468-2322 coca.mia@maryland.gov
Contact Information in the Event of a Disaster or Catastrophic Event §2-115, Insurance Article and COMAR 31.01.02.04	April 15	All fully licensed insurers, the Maryland Automobile Insurance Fund, the Joint Insurance Association, and premium finance companies	Joy Hachette 410-468-2029 joy.hachette@maryland.gov	Consumer Education and Outreach – Disaster Response Joyce Peach 410-468-2360 ceau.mia@maryland.gov
Anti-Fraud Plans §§27-803, §§27-804, 8-321.1, Insurance Article and §19-706(v), Health - General Article	Within 30 days after instituting or amending an insurance antifraud plan	Insurers, HMOs, TPAs and Viatical Settlement Providers	Derreck Johnson 410-468-3968 fraud_plans.mia@maryland.gov	Insurance Fraud Division 410-468-3904
Fraud-Related Data Annual Report COMAR 31.04.15.06 and §27-803, Insurance Article	March 31	Insurers, HMOs, TPAs	Derreck Johnson 410-468-3968 data_reports.mia@maryland.gov	Insurance Fraud Division 410-468-3904

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
PROPERTY AND CASUALTY INSURERS including Medical Liability				
Office of the People’s Counsel Assessment §6-304, et al. State General	30 days from date of invoice	Insurers that offer medical malpractice insurance and homeowners	Spencer Harris 410-468-2107 spencer.harris@maryland.gov	Fiscal Services 410-468-2205
Computer Models for Homeowners’ Insurers §19-211, Insurance Article	At initial utilization & any time the model or vendor or version used is changed	Property & casualty homeowners’ insurers	Shirley Corbin 410-468-2316 shirley.corbin@maryland.gov	Property and Casualty Rates and Forms 410-468-2312
Certification of Private Passenger Automobile Rating Territories §11-216, Insurance Article, and COMAR 31.07.03	Whenever an insurer changes its territories or every three (3) years if no changes made	Property & casualty automobile insurers	Marsha Hall 410-468-2314 marsha.hall@maryland.gov	Property and Casualty Rates and Forms 410-468-2312
Medical Professional Liability Closed Claim Reporting	90 days after close of each quarter	Insurers that offer medical professional liability coverage	Linas Glemza 410-468-2044 linas.glemza@maryland.gov	Property and Casualty Rates and Forms 410-468-2312
SURPLUS LINE BROKERS				
Surplus Lines Premium Tax Returns and Payments §3-325, Insurance Article	Semi-Annual March 15, Sept. 15	Surplus lines brokers	Gorina Moody 410-468-2106 rena.moody@maryland.gov	Financial Regulation 410-468-2104
Surplus Lines Broker Affidavits and Quarterly Reports §3-307, Insurance Article	45 days after end of calendar quarter	Surplus lines brokers	Gorina Moody 410-468-2106 rena.moody@maryland.gov	Financial Regulation 410-468-2104
Self-Procured Premium Tax Forms and Payments	Semi-Annual March 15, Sept. 15	Insureds – Surplus Lines	Gorina Moody 410-468-2106 rena.moody@maryland.gov	Financial Regulation 410-468-2104
CREDIT INSURERS				
Credit Insurance Experience Reports – for credit life, disability, and unemployment COMAR 31.13.01.06A and 31.13.03.06B(1)	June 30	Insurers who have credit life, health, or involuntary unemployment insurance in force in MD	Nour Benchaaboun 410-468-2222 nour.benchaaboun@maryland.gov	Life and Health 410-468-2170

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
CHARITABLE GIFT ANNUITIES				
Charitable Gift Annuity Annual Financial Report – §16-114(d)(3), Insurance Article	90 days after close of fiscal year	Entities authorized to issue charitable gift annuities in Maryland	Vondalear Mack 410-468-2109 vondalear.mack@maryland.gov	Financial Regulation 410-468-2104
LIFE AND HEALTH INSURERS				
Regulatory Asset Adequacy Issues Summary	March 15	All domestic licensed companies for which a statement of actuarial opinion based on asset adequacy is required	Lynn Beckner 410-468-2126 lynn.beckner@maryland.gov	Financial Regulation 410-468-2104
LIFE INSURERS				
Annual Illustration Certification by the Illustration Actuary of any insurer who has policies that have been designated as illustrated COMAR 31.09.09.11D(1)(a)	Annually – One year since the previous annual certification, or one year since the form was initially approved or designated as illustrated.	Each insurer who has an approved policy form that has been designated as illustrated	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Nour Benchaaboun 410-468-2222 nour.benchaaboun@maryland.gov Life and Health Rates and Forms
Life Certification of Valuation COMAR 31.05.02.01	30 days after issuance	Life Insurance Companies licensed in Maryland	Craig Prem 410-468-2046 craig.prem@maryland.gov	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov
Business in-Force List and Valuation COMAR 31.05.02.01	February 15	Maryland domestic life insurance companies	Craig Prem 410-468-2046 craig.prem@maryland.gov	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov
LONG-TERM CARE (LTC) INSURERS				
LTC Policies Rescission Report COMAR 31.14.01.09C and 31.14.01.29	March 1	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Fawn Greenstein 410-468-2203 fawn.greenstein@maryland.gov
LTC Policies Suitability Report COMAR 31.14.01.25H	March 31	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Fawn Greenstein 410-468-2203 fawn.greenstein@maryland.gov
LTC Policies Lapse and Replacement Report COMAR 31.14.01.24A, 31.14.01.24B, 31.14.01.24E and 31.14.01.24F	June 30	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Fawn Greenstein 410-468-2203 fawn.greenstein@maryland.gov

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
Qualified LTC Policies Report for Denied Claims COMAR 31.14.01.24G and 31.14.01.32	June 30	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Fawn Greenstein 410-468-2203 fawn.greenstein@maryland.gov
LTC Partnership Policies Report COMAR 31.14.03.10	October 1	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Jamie St. Clair 410-468-2213 jamie.stclair@maryland.gov
MEDICARE SUPPLEMENT INSURERS				
Medicare Supplement Policies Credit or Refund Report COMAR 31.10.06.11B	May 31	Medicare supplement insurers	Keith Harper 410-468-2285 keith.harper@maryland.gov	Craig Prem 410-468-2046 craig.prem@maryland.gov
Medicare Select Policies Grievance Procedure COMAR 31.10.06.25D(9)	March 31	Medicare select insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Fern Thomas 410-468-2254 fern.thomas@maryland.gov
Medicare Supplement Multiple Policy Report COMAR 31.10.06.17	March 1	Medicare supplement insurers	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Fern Thomas 410-468-2254 fern.thomas@maryland.gov
HEALTH INSURERS including HMOs and MCOs				
Health Finance				
Health Regulation Fund Assessment §2-112.1, et al., Insurance Article	August	Insurers who write health, except MCOs	Spencer Harris 410-468-2107 spencer.harris@maryland.gov	Fiscal Services 410-468-2205
Downstream Risk Segregated Fund and Plan Filings §19-713.2, Health General Article	Prior to entering into an administrative services provider contract	All HMOs and MCOs	Lynn Beckner 410-468-2126 lynn.beckner@maryland.gov	Financial Regulation 410-468-2102
Segregated Fund Quarterly Review and Inspection Reports §19-713, Health General Article	60 days after quarter end	HMOs and MCOs participating in administrative service provider contracts	Lynn Beckner 410-468-2126 lynn.beckner@maryland.gov	Financial Regulation 410-468-2102
Health Claims				
Semi-Annual Claims Data Filing – COMAR 31.10.11.14	Sept. 1 for 1 st half data; March 1 for 2 nd half data	Insurers, HMOs, MCOs, and nonprofits paying health benefit claims	Salama Karim-Camara 410-468-2393 mc_filings.mia@maryland.gov	Raymond Guzman 410-468-2322 mc_filings.mia@maryland.gov

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
Quarterly Report by Carrier to Commissioner for Adverse and Grievance Decisions §15-10A-06, Insurance Article	30 days after close of each quarter	Insurers, nonprofit health service plans, HMOs, and dental plan organizations with health benefit plans in MD	Louis S. Butler, Jr. 410-468-2271 lbutler@maryland.gov	Carol Liggins 410-468-2275 carol.liggins@maryland.gov
Health – Actuarial				
Maryland Covered Lives Report – §15-133, Insurance Article	Sept. 15	Insurers, nonprofit health service plans, HMOs, and TPAs with health benefit plans for under age 65 in MD on a fully insured or on a self-insured basis	Craig Prem 410-468-2046 craig.prem@maryland.gov	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov
Maryland Health Benefit Plans Annual Report §15-605, Insurance Article	March 1	Insurers, nonprofit health service plans, and HMOs, with health benefit plans in MD on a fully insured basis	Craig Prem 410-468-2046 craig.prem@maryland.gov	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov
Subrogation Report §19-713(b)(2)(ii), Insurance Article	Sept. 24	HMOs that offer fully insured small group coverage in MD	Craig Prem 410-468-2046 craig.prem@maryland.gov	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov
Small Group Actuarial Certification §15-1206(d), Insurance Article	March 15	Insurers, nonprofit health service plans, and HMOs that offer fully insured small group coverage in MD	Craig Prem 410-468-2046 craig.prem@maryland.gov	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov Office of the Chief Actuary
Other Health				
Certification regarding annual rating schedule for providers COMAR 31.12.08.04D	Dec. 31	HMOs participating in the individual or group markets in Maryland	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Karen T. Lam 410-468-2212 Karen.Lam@maryland.gov
Physician Rating System Report §15-1704(c), Insurance Article Bulletin 15-08	Oct. 1	Insurers, nonprofit health service plans and HMOs using physician rating systems in MD	Life and Health Rates and Forms 410-468-2170 lifandhealthreports.mia@maryland.gov	Karen T. Lam 410-468-2212 Karen.Lam@maryland.gov

REPORT – AUTHORITY	DUE DATE	INSURERS REQUIRED TO FILE REPORT	CONTACT INFORMATION	ALTERNATIVE CONTACT INFORMATION
Network Access Plans (Health Benefit Plans) COMAR 31.10.44	July 1	Insurers, nonprofit health service plans and health maintenance organizations who offer health benefit plans that use a provider panel	Pamela O’Brien 410-468-2389 pamela.obrien@maryland.gov	
Network Adequacy Executive Summaries (Dental Plans) COMAR 31.10.45	December 1 or as otherwise specified by MIA via bulletin	Insurers, nonprofit health service plans and dental plan organizations who offer dental plans that use a provider panel	Pamela O’Brien 410-468-2389 pamela.obrien@maryland.gov	
Specified Disease Policies Report COMAR 31.10.14.05	June 30	Specified disease insurers	Nancy Muehlberger 410-468-2050 nancy.muehlberger@maryland.gov Office of the Chief Actuary	Craig Prem, Actuary 410-468-2046 craig.prem@maryland.gov
Segregation of Funds for Certain Abortion Services – Segregation Plan and Annual Assurance Statement 45 C.F.R. §156.280	March 1	Issuers of Qualified Health Plans	Lynn Beckner 410-468-2126 lynn.beckner@maryland.gov	Financial Regulation 410-468-2104
REINSURERS MAINTAINING TRUST FUND				
Trust Fund Statement COMAR 31.05.08.09	February 28	Companies assuming reinsurance for Maryland domestic companies	Lynn Beckner 410-468-2126 lynn.beckner@maryland.gov	Financial Regulation 410-468-2104