

## 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](http://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](http://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
<b>ALL INSURERS AS DESCRIBED</b>				
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 <a href="mailto:efilings.mia@maryland.gov">efilings.mia@maryland.gov</a>	Elizabeth Muscedere 410-468-2136 <a href="mailto:elizabeth.muscedere@maryland.gov">elizabeth.muscedere@maryland.gov</a>
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 <a href="mailto:pamela.wheaden@maryland.gov">pamela.wheaden@maryland.gov</a>	Financial Regulation 410-468-2109
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 <a href="mailto:pamela.wheaden@maryland.gov">pamela.wheaden@maryland.gov</a>	Financial Regulations 410-468-2109
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 <a href="mailto:holdingcompanyfiling.mia@maryland.gov">holdingcompanyfiling.mia@maryland.gov</a>	Financial Regulation 410-468-2104

Custodial Agreements	At origination of agreement	All domestic insurance companies and foreign companies subject to retaliatory deposit requirements	Financial Regulation 410-468-2104	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 <a href="mailto:spencer.harris@maryland.gov">spencer.harris@maryland.gov</a>	Fiscal Services 410-468-2205
Certificates of Compliance for Advertising COMAR 31.15.02.18	March 1	Each insurer filing an annual statement <a href="#">FORM</a>	Salama Karim-Camara 410-468-2393 <a href="mailto:coca.mia@maryland.gov">coca.mia@maryland.gov</a>	Raymond Guzman 410-468-2322 <a href="mailto:coca.mia@maryland.gov">coca.mia@maryland.gov</a>
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 <a href="mailto:joy.hachette@maryland.gov">joy.hachette@maryland.gov</a>	Consumer Education and Outreach – Disaster Response  Joyce Peach 410-468-2360 <a href="mailto:ceau.mia@maryland.gov">ceau.mia@maryland.gov</a>
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 <a href="mailto:fraud_plans.mia@maryland.gov">fraud_plans.mia@maryland.gov</a>	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 <a href="mailto:data_reports.mia@maryland.gov">data_reports.mia@maryland.gov</a>	Insurance Fraud Division 410-468-3904
Information Security Program Certification (Cybersecurity)	April 15	All Maryland domestic companies	Raymond Guzman 410-468-2322 <a href="mailto:Raymond.guzman@maryland.gov">Raymond.guzman@maryland.gov</a>	Mary Kwei 410-468-2113 <a href="mailto:mary.kwei@maryland.gov">mary.kwei@maryland.gov</a>
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<b>PROPERTY AND CASUALTY INSURERS including Medical Liability</b>				
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 <a href="mailto:spencer.harris@maryland.gov">spencer.harris@maryland.gov</a>	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 <a href="mailto:shirley.corbin@maryland.gov">shirley.corbin@maryland.gov</a>	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 <a href="mailto:marsha.hall@maryland.gov">marsha.hall@maryland.gov</a>	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	Walter Dabrowski 410-468-2044 <a href="mailto:walter.dabrowski@maryland.gov">walter.dabrowski@maryland.gov</a>	Property and Casualty Rates and Forms 410-468-2312
<b>SURPLUS LINE BROKERS</b>				
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 <a href="mailto:rena.moody@maryland.gov">rena.moody@maryland.gov</a>	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 <a href="mailto:rena.moody@maryland.gov">rena.moody@maryland.gov</a>	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 <a href="mailto:rena.moody@maryland.gov">rena.moody@maryland.gov</a>	Financial Regulation 410-468-2104
<b>CREDIT INSURERS</b>				
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 <a href="mailto:nour.benchaaboun@maryland.gov">nour.benchaaboun@maryland.gov</a>	Life and Health 410-468-2170
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<b>CHARITABLE GIFT ANNUITIES</b>				

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	Vondlear Mack 410-468-2109 <a href="mailto:vondlear.mack@maryland.gov">vondlear.mack@maryland.gov</a>	Financial Regulation 410-468-2104
<b>LIFE AND HEALTH INSURERS</b>				
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 <a href="mailto:lynn.beckner@maryland.gov">lynn.beckner@maryland.gov</a>	Financial Regulation 410-468-2104
<b>LIFE INSURERS</b>				
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 <a href="mailto:lifeandhealthreports.mia@maryland.gov">lifeandhealthreports.mia@maryland.gov</a>	Nour Benchaaboun 410-468-2222 <a href="mailto:nour.benchaaboun@maryland.gov">nour.benchaaboun@maryland.gov</a> 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 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a>
Business in-Force List and Valuation COMAR 31.05.02.01	February 15	Maryland domestic life insurance companies	Craig Prem 410-468-2046 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a>
<b>LONG-TERM CARE (LTC) INSURERS</b>				
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 <a href="mailto:lifeandhealthreports.mia@maryland.gov">lifeandhealthreports.mia@maryland.gov</a>	Fawn Greenstein 410-468-2203 <a href="mailto:fawn.greenstein@maryland.gov">fawn.greenstein@maryland.gov</a>
LTC Policies Suitability Report COMAR 31.14.01.25H	March 31	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 <a href="mailto:lifeandhealthreports.mia@maryland.gov">lifeandhealthreports.mia@maryland.gov</a>	Fawn Greenstein 410-468-2203 <a href="mailto:fawn.greenstein@maryland.gov">fawn.greenstein@maryland.gov</a>
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 <a href="mailto:lifeandhealthreports.mia@maryland.gov">lifeandhealthreports.mia@maryland.gov</a>	Fawn Greenstein 410-468-2203 <a href="mailto:fawn.greenstein@maryland.gov">fawn.greenstein@maryland.gov</a>
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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 <a href="mailto:lifelandhealthreports.mia@maryland.gov">lifelandhealthreports.mia@maryland.gov</a>	Fawn Greenstein 410-468-2203 <a href="mailto:fawn.greenstein@maryland.gov">fawn.greenstein@maryland.gov</a>
LTC Partnership Policies Report COMAR 31.14.03.10	October 1	Long-term care insurers	Life and Health Rates and Forms 410-468-2170 <a href="mailto:lifelandhealthreports.mia@maryland.gov">lifelandhealthreports.mia@maryland.gov</a>	Jamie St. Clair 410-468-2213 <a href="mailto:jamie.stclair@maryland.gov">jamie.stclair@maryland.gov</a>
<b>MEDICARE SUPPLEMENT INSURERS</b>				
Medicare Supplement Policies Credit or Refund Report COMAR 31.10.06.11B	May 31	Medicare supplement insurers	Keith Harper 410-468-2285 <a href="mailto:keith.harper@maryland.gov">keith.harper@maryland.gov</a>	Craig Prem 410-468-2046 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>
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 <a href="mailto:lifelandhealthreports.mia@maryland.gov">lifelandhealthreports.mia@maryland.gov</a>	Jamie St. Clair 410-468-2213 <a href="mailto:jamie.stclair@maryland.gov">jamie.stclair@maryland.gov</a>
Medicare Supplement Multiple Policy Report COMAR 31.10.06.17	March 1	Medicare supplement insurers	Life and Health Rates and Forms 410-468-2170 <a href="mailto:lifelandhealthreports.mia@maryland.gov">lifelandhealthreports.mia@maryland.gov</a>	Jamie St. Clair 410-468-2213 <a href="mailto:jamie.stclair@maryland.gov">jamie.stclair@maryland.gov</a>
<b>HEALTH INSURERS including HMOs and MCOs</b>				
<b>Health Finance</b>				
Health Regulation Fund Assessment §2-112.1, et al., Insurance Article	August	Insurers who write health, except MCOs	Spencer Harris 410-468-2107 <a href="mailto:spencer.harris@maryland.gov">spencer.harris@maryland.gov</a>	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 <a href="mailto:lynn.beckner@maryland.gov">lynn.beckner@maryland.gov</a>	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 <a href="mailto:lynn.beckner@maryland.gov">lynn.beckner@maryland.gov</a>	Financial Regulation 410-468-2102
<b>Health Claims</b>				
Semi-Annual Claims Data Filing – COMAR 31.10.11.14	Sept. 1 for 1 <sup>st</sup> half data; March 1 for 2 <sup>nd</sup> half data	Insurers, HMOs, MCOs, and nonprofits paying health benefit claims	Salama Karim-Camara 410-468-2393 <a href="mailto:mc_filings.mia@maryland.gov">mc_filings.mia@maryland.gov</a>	Raymond Guzman 410-468-2322 <a href="mailto:mc_filings.mia@maryland.gov">mc_filings.mia@maryland.gov</a>
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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 <a href="mailto:lbutler@maryland.gov">lbutler@maryland.gov</a>	Carol Liggins 410-468-2275 <a href="mailto:carol.liggins@maryland.gov">carol.liggins@maryland.gov</a>
<b>Health – Actuarial</b>				
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 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a>
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 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a>
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 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a>
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 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a> Office of the Chief Actuary
<b>Other Health</b>				
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 <a href="mailto:lifelandhealthreports.mia@maryland.gov">lifelandhealthreports.mia@maryland.gov</a>	Karen T. Lam 410-468-2212 <a href="mailto:Karen.lam@maryland.gov">Karen.lam@maryland.gov</a>
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 <a href="mailto:lifelandhealthreports.mia@maryland.gov">lifelandhealthreports.mia@maryland.gov</a>	Karen T. Lam 410-468-2212 <a href="mailto:Karen.lam@maryland.gov">Karen.lam@maryland.gov</a>
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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	Life and Health Mental Health Parity and Network Adequacy 410-468-2170 <a href="mailto:networkadequacy.mia@maryland.gov">networkadequacy.mia@maryland.gov</a>	Eva DuGoff 410-468-2254 <a href="mailto:eva.dugoff@maryland.gov">eva.dugoff@maryland.gov</a>
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	Life and Health Mental Health Parity and Network Adequacy 410-468-2170 <a href="mailto:networkadequacy.mia@maryland.gov">networkadequacy.mia@maryland.gov</a>	Eva DuGoff 410-468-2254 <a href="mailto:eva.dugoff@maryland.gov">eva.dugoff@maryland.gov</a>
Nonquantitative Treatment Limitation Comparative Analysis Report §15-144, Insurance Article COMAR 31.10.51	July 1, 2024 and every two years thereafter	Insurers, nonprofit health service plans and HMOs with health benefit plans in MD	Life and Health Mental Health Parity and Network Adequacy 410-468-2170 <a href="mailto:mhpaea.mia@maryland.gov">mhpaea.mia@maryland.gov</a>	Eva DuGoff 410-468-2254 <a href="mailto:eva.dugoff@maryland.gov">eva.dugoff@maryland.gov</a>
Specified Disease Policies Report COMAR 31.10.14.05	June 30	Specified disease insurers	Nancy Muehlberger 410-468-2050 <a href="mailto:nancy.muehlberger@maryland.gov">nancy.muehlberger@maryland.gov</a> Office of the Chief Actuary	Craig Prem, Actuary 410-468-2046 <a href="mailto:craig.prem@maryland.gov">craig.prem@maryland.gov</a>
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 <a href="mailto:lynn.beckner@maryland.gov">lynn.beckner@maryland.gov</a>	Financial Regulation 410-468-2104
<b>REINSURERS MAINTAINING TRUST FUND</b>				
Trust Fund Statement COMAR 31.05.08.09	February 28	Companies assuming reinsurance for Maryland domestic companies	Lynn Beckner 410-468-2126 <a href="mailto:lynn.beckner@maryland.gov">lynn.beckner@maryland.gov</a>	Financial Regulation 410-468-2104