

General Filing Instructions

Form Filing		Rate and/or Rule Filing
General Information	<ul style="list-style-type: none"> ✓ Complete all applicable fields related to the filing. <p><u>Include the following:</u></p> <ul style="list-style-type: none"> ✓ An explanation of the purpose of any new forms that are being adopted. ✓ An explanation of any changes that are being made to existing forms, including an explanation of whether the changes are broadening or narrowing coverage. ✓ Form filings may not take effect until 30 working days after filing unless an earlier date is authorized by the Commissioner; or, pursuant to our statute's "Deemer" provision (see "Deemer Dates" information under the General Instructions tab). 	<ul style="list-style-type: none"> ✓ Complete all applicable fields related to the filing. <p><u>Include the following:</u></p> <ul style="list-style-type: none"> ✓ The overall rate level effect of any change to rates. ✓ A summary of any changes to your rate or rule manual. ✓ For filings that are file and use, you must use an effective date that is on or after the date that filing is received by the Maryland Insurance Administration.
Form Schedule	<ul style="list-style-type: none"> • New Forms ✓ Attach only one (1) PDF per line item. ✓ Submit a separate corresponding rule filing, if applicable. • Replacement Forms ✓ Attach one (1) Final copy and one (1) Mark-Up copy within the same line item. • Withdrawn Forms ✓ Attach withdrawn forms (Only one PDF per line item). 	N/A
Rate/Rule Schedule	<p style="text-align: center;">N/A</p> <ul style="list-style-type: none"> ✓ If the filing involves a rate change, complete the fields for the Company Rate Information (CRI) including the Effective Date of Last Revision. • New ✓ Attach only one (1) PDF per line item. • Replacement ✓ Attach one (1) Final copy and one (1) Mark-Up copy within the same line item. • Withdrawn ✓ Attach withdrawn rate/rule manual page(s) (Only one PDF per line item). 	
Supporting Documentation	<ul style="list-style-type: none"> ✓ Attach actuarial justification and any other supporting documentation, including a filing cover letter / memo, if desired. We encourage the use of an explanatory cover letter / memo for all filings. <p style="text-align: center;"><u><Please Note: Mark-Up copy should NOT be submitted under this tab.></u></p>	
State Specific	This tab is not currently used.	
Companies & Contact	<ul style="list-style-type: none"> ✓ Enter the Filing Contact Information and Filing Company Information. 	
Filing Fees	<ul style="list-style-type: none"> ✓ Filing fee is \$125 per form, subject to a cap of \$1,000 per filing. Please Note: The \$1,000 cap does NOT apply to Service Contracts. <p>NOTE: See further instructions under the General Instructions tab, "Form Filings Submitted on Behalf of Multiple Insurers," and "Filing Fee Exemption Form."</p>	<ul style="list-style-type: none"> ✓ Filing fee is \$125 per insurer for a rate and/or rule filing. NO cap for rate / rule filings.
Filing Correspondence	<ul style="list-style-type: none"> ✓ Enter notes to reviewer and respond to objection letters. 	