

Instructions for Completing the Maine Liquor Liability Report Form Required by Title 28-A § 2517 and Bulletin 149

Due Date: March 1st of each year

Pursuant to Maine regulation, the liquor liability report form is required of all licensed and eligible surplus lines carriers regardless of written premium.

ALWAYS OBTAIN A CURRENT VERSION OF THE REPORT FORM FROM OUR WEBSITE <https://www.maine.gov/pfr/insurance/licensees/insurance-companies/insurers/data-reporting-requirements> AND USE A FRESH FORM FOR EACH ADDITIONAL COMPANY.

OLD VERSIONS WILL FAIL TO LOAD INTO OUR DATABASE AND WILL BE RETURNED

SECTIONS I & II: COMPANY AND CONTACT INFORMATION

Sections I:

- Enter the company's full name and Maine license number (*this is included in the report notification email sent in January, you may also find it using our Licensee Lookup feature http://www.maine.gov/pfr/insurance/licensee_search.html).*

Section II:

- Include the contact person's name (first and last) and contact information (Email and phone number).
- *Using an Email address that goes to a central inbox will ensure that future notices are received by the company in the event of staffing changes.*

SECTION III. LIQUOR LIABILITY INFORMATION

- Number of Policies Written must be a numeric entry and greater than or equal to zero
- Amount of Premiums Written must be a numeric entry.
- Number of Claims Incurred must be a numeric entry and greater than or equal to zero.
- Amount of Claims Incurred must be a numeric entry.

DATA ENTERED OTHER THAN INSTRUCTED ABOVE WILL CAUSE A LOAD FAILURE AND THE REPORT WILL BE RETURNED FOR CORRECTION.

SUBMITTING YOUR REPORT

- Save the report as an Excel document with the following naming convention: **Full Company Name and Liquor Liability.xlsx** (example: ABC Insurance Company Liquor Liability.xlsx) *Files saved in any format other than Excel (.xlsx) will fail to load into our database.*
 - **Do not use acronyms**—We need to be able to easily identify your company as having filed the report.

- **PDFs will not load and will be sent back**
- Email completed reports to Barbra.L.Garboski@maine.gov
 - **Do not encrypt/secure Email** - Due to the number of insurers that are required to file our annual reports, we do not accept encrypted emails that compel signing up for an account to view them. ALL reports submitted to the Bureau of Insurance are kept confidential and any information shared in our legislative reports is aggregated and does not identify any single carrier. *When encryption happens automatically and cannot be turned off; you may contact us to discuss options to resolve the problem*
- You may contact Barbra Garboski at 207-624-8440 or electronically at the above email with questions.