

## Completing the Maine Bureau of Insurance Rule 940 Report Form

### Who Must File the Maine Rule 940 Report Form?

All companies with Health insurance authority in Maine must file a report annually by April 30<sup>th</sup>.

### Data to Include

- You should report only major medical data.
- Report the number of Maine covered lives.

### Data to Exclude

- Accidental Injury
- Dental
- Disability Income
- Hospital Indemnity
- Long-Term Care
- Medicare Advantage
- Medicare Fee for Service
- Medicare Part D (Prescription Drug Service)
- Medicare Supplement
- Other Limited Benefits Health Insurance defined in Rule Chapter 755 (Ch. 755) under Insurance Rule Chapters - <https://www.maine.gov/pfr/insurance/legal/rules>.
- Specified Disease
- Stop Loss
- Vision
- Short-term policies, as described in 24-A § 2849-B, subsection 1

**Location of Report Form** <http://www.maine.gov/pfr/insurance/licensees/insurance-companies/insurers/data-reporting-requirements>. Scroll down to 940 (Health Insurance Annual Data Report). **Older versions of the 940 report form will fail to load into our database and will be returned. All fields on the form are required and must be completed.**

## Sections to Complete

The form is an Excel spreadsheet with two tabs at the bottom.

- All companies must fill out the following sections:
  - Section I. Company Information
  - Section II. Contact Information
  - Section III. Products Offered or Renewed
- If you answered “NO” to both questions in Section III, save the spreadsheet and send it as an e-mail attachment to the Maine Bureau of Insurance (see below).
- If you answered “YES” to either of the two questions in Section III, you must complete Section IV and Section V.
  - To complete Section V, click on the tab labeled, “Section V” at the bottom of the spreadsheet.

## Questions about the Report May be Directed To

Keith Fougere – Phone: (207)-624-8432 or E-Mail: [Keith.A.Fougere@maine.gov](mailto:Keith.A.Fougere@maine.gov)

## Send the Completed Maine 940 Form To

- Save the completed Excel spreadsheet with the file named as follows: Company Name followed by a space, followed by your NAIC code (e.g., ABC Insurance Company 12345.xlsx). Send it as an e-mail attachment to [Keith.A.Fougere@maine.gov](mailto:Keith.A.Fougere@maine.gov). **Because many companies file other report forms with the Maine Bureau of Insurance, please specify the name of the report form that you are filing (e.g., 940) in the body or subject line of your e-mail.**