

Instructions for Completing the Maine Workers' Compensation Paid Benefits Report Required by 26 M.R.S. § 61

Due Date:

March 1st of each year

ALWAYS OBTAIN A CURRENT VERSION OF THE REPORT FORM FROM OUR WEBSITE AND USE A FRESH FORM FOR EACH ADDITIONAL COMPANY.

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

WHO FILES THIS REPORT:

This report must be filed by each insurance carrier licensed to do workers' compensation business in Maine. Information is to be reported for workers' compensation payments in Maine for the most recent calendar year.

All fields must be completed

Blank fields may cause a load failure and the report will be returned for correction

Null (zero) reports are acceptable when Sections I & II (company and contact information) are completed

SECTIONS I & II: COMPANY AND CONTACT INFORMATION

Section I:

- Enter the full name and NAIC Number

Section II:

- Include the contact person's name (first and last) and contact information (Email and phone number).

Note: 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. WORKERS' COMPENSATION AGGREGATE BENEFITS PAID INFORMATION

- Total Actual Paid Workers' Compensation Benefits (*includes both indemnity and medical payments*):
 - This number must equal page 19 (state page for Maine), line 16, column 5, Direct Losses Paid from the insurance carrier's annual statement.
- Total Actual Paid Workers' Compensation Medical Benefits:
 - This number is the amount of workers' compensation medical payments.
- Total Benefits Less Medical Payments (Calculated field - locked from editing):
 - The number is calculated by taking Line 1 minus Line 2
- Use the minus (-) key to enter negative numbers.

SUBMITTING YOUR REPORT

- Save the report as an Excel document with the following naming convention:
 - **Full Company Name and Report Type.xlsx** (example: ABC Insurance Company ABP.xlsx) - *Files saved in any format other than .xlsx (Excel) 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 are not permitted, 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 if we need to discuss other options to successfully submit your report.
- You may contact Barbra Garboski electronically at the email above with questions.