

November 16, 2015

**NEW INSTRUCTIONS FOR FILING SUPPLEMENT TO PAGE 19 OF ANNUAL STATEMENT
FOR YEAR ENDING DECEMBER 31, 2015**

PLEASE READ CAREFULLY.

The Supplement to Page 19 filing, which is due by March 1, 2016, can now be filed electronically. Hard copies of this form will not be mailed, but can be accessed on our website per the instructions listed below.

The Supplement to Page 19 is used to collect data in greater detail than that of the Missouri State Page of the Annual Statement, as per 20 CSR 200-1.037. A .fpdf fillable form and the instructions are available on the internet at <http://insurance.mo.gov/industry/forms/index.php>, scroll down to Statistics. Since it is imperative to have accurate data filed a list of edits is included with the instructions. All companies are required to submit an accurate and complete report of their business in all of the lines specified. **Upon review by this office if an edit pertains to your company and fails then your company may be subject to a penalty of \$1,000 for knowingly and intentionally reporting faulty data per Section 374.215 RSMo.**

A **NONE** report is required for companies with no Missouri business.

The Supplement is to be completed and received by the Missouri Department of Insurance, Financial Institutions and Professional Registration by March 1, 2016. Each company must file a separate submission, when filing electronically. If your company is unable to submit electronically, a hard copy needs to be mailed to the attention of Rachel Crowe at the address listed below. When filing electronically your company will need to use Adobe Reader 7.0 or most current version. Also, please remember to print out a copy of your submission for your records.

If you do not file electronically, remember **DO NOT MAIL THIS DOCUMENT WITH YOUR ANNUAL STATEMENT. Also, please remember that a copy of your Supplement and a copy of your company's Missouri State page is to accompany your premium tax return.**

If your company has any questions please contact Rachel Crowe at 751-751-3163 or Rachel.Crowe@insurance.mo.gov.

Missouri Department of Insurance, Financial
Institutions and Professional Registration
Rachel Crowe, Statistics Section
P.O. Box 690
Jefferson City, MO 65102

OR

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Rachel Crowe, Statistics Section
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ELECTRONIC FILING INSTRUCTIONS

The .fpdf fillable form can be accessed on our website at <http://insurance.mo.gov/industry/forms/index.php>, scroll down to Statistics. Click on the form number that corresponds to your company type (MO 375-0381 is for Property, Casualty and Title companies).

Once you complete all data fields on this form you cannot save the data typed. Please print your completed form and keep a copy of this for your records. When all fields have been completed click on the "EMAIL" button at the top right hand corner of the form. A special email account has been set up for this data to be received in. A confirmation email will appear if the form was received in our database.

SUPPLEMENT INSTRUCTIONS AND EDIT VERIFICATION FORM

- 1) Include the company name, 4 digit NAIC group code and 5 digit NAIC company code as reported on the jurat page of your company's Annual Statement. Also include the company representative and telephone number of the person responsible for completing this form.
- 2) All amounts are to be reported in whole dollars only, do not include cents.
- 3) Columns 2 through 6 of the Supplement must be totaled and the total line must be completed.
- 4) Verify that columns 2 through 6, for line numbers 1a through 35, are equal to the Totals All Business in Missouri line of the Supplement.
- 5) Data reported on the Supplement for a specific line of business is being entered on the correct line.
- 6) All earthquake data needs to be reported on Line 12 of the Supplement whether it is written as an endorsement or a stand-alone policy.
- 7) If data is reported on Missouri State Page, Line 30, then this data needs to be reported on the Supplement on Line 17b.
- 8) If data is reported on Line 33 specify the type of insurance product.
- 9) Business written through the National Flood Insurance Program which is exempt from the guaranty fund assessment, but not exempt from premium tax, is to be reported on Line 34.
- 10) Business reinsured with the Federal Crop Insurance Corporation, which are exempt from state premium taxes/guaranty fund assessment is to be reported on Line 35. Private Crop is to be reported on line 7.
- 11) If your company is reporting data on Line 14, All Accident & Health, then you must complete the Accident & Health portion of the form, located on the back of the Supplement.
- 12) On the Accident & Health portion of the Supplement, all columns must be totaled and the total line must be completed.
- 13) On the Accident & Health portion of the Supplement, verify that all columns for line numbers 4.1 through 4.14 equal 4.15. 5.1a through 5.14 equal 5.15. The sum of 4.15 and 5.15 equal 6.
- 14) On the Accident & Health portion of the Supplement, line number 5.1a is to include any data which is reported on line number 7.1.
- 15) On the Accident & Health portion of the Supplement, if no insureds are reported for a line of business, yet premium is being reported then you must submit an explanation in the space provided as to why your company is reporting premium, but have no insureds.
- 16) On the Accident & Health portion of the Supplement, the Number of Insureds can be double counted. (Ex. If an insured has more than one type of policy than that insured should be counted for each policy).
- 17) On the Accident & Health portion of the Supplement, all amounts are to be reported in whole dollars only, do not include cents.

18) Additional Instructions for reporting association health plans that combine both small and large employers (lines (8.1 – 8.4).

Lines 8.1 – 8.4 are intended to capture information about employer association plans as defined in 376.421.1(5)(e) RSMo. Data should be reported only if **all** of the following conditions apply.

- a. Business is issued to an association whose membership includes **both** small employers (3-25 employees) and large employers (more than 25 employees).
- b. The health benefit plan is underwritten and rated as a single employer.
- c. The health plan has a uniform benefit design option or options for all participating association members or employers.
- d. The health plan has guarantee issue to all association members and all eligible employees of any participating association member company.

Data should be reported separately for small employers in such associations (lines 8.1 and 8.2) and large employers (lines 8.3 and 8.4). By definition, if data is reported on line 8.1, data must also be reported on line 8.3. Similarly, if data is reported on line 8.2, data must also be reported on line 8.4.

Lines 8.1 and 8.3 – Report business for associations in which the index rate for any class of business *exceeds* the rate for any other class by *more than* 20 percent. This business should be exempt from the rating provisions of 379.936.1(1) RSMo., as per 376.421.1(5)(e) RSMo.

Lines 8.2 and 8.4 – Include business for associations in which the index rate for any rating period, for any class of business, *does not exceed* any other class of business by more than 20 percent.

For additional information, please consult 376.421 RSMo., available on the internet at <http://www.moga.mo.gov/statutes/C300-399/3760000421.HTM>.

EDITS:

The following edits are cross-checks which are to be performed between the Supplement to Page 19 and your company's Missouri State Page from the Annual Statement.

- 19) Line number 8 on the Supplement, for all columns, reconciles with line number 8 on Missouri State Page.
- 20) Line number 9 on the Supplement, for all columns, reconciles with line number 9 on Missouri State Page.
- 21) Line number 10 on the Supplement, for all columns, reconciles with line number 10 on Missouri State Page.
- 22) The sum of line numbers 11a, 11b, 11c, 11d, 11e, 11f on the Supplement, for all columns, reconciles with line number 11 on Missouri State Page.
- 23) Line number 14 on the Supplement, for all columns, reconciles with the sum of line numbers 13, 14, 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7 and 15.8 of your Missouri State Page.
- 24) Line number 16 on the Supplement, for all columns, reconciles with line number 16 on Missouri State Page.
- 25) Line number 17a on the Supplement, for all columns, reconcile with the sum of line numbers 17.1 and 17.2 on Missouri State Page.
- 26) Line number 17c on the Supplement, for all columns, reconciles with line number 17.3 on Missouri State Page.
- 27) Line number 18 on the Supplement, for all columns, reconciles with line number 18 on Missouri State Page.
- 28) The sum of line numbers 19a1, 19a2, 19a3, 19a4, 19a5, 19a6, 21a1, 21a2 on the Supplement, for all columns, reconciles with the sum of line numbers 19.1, 19.2 and 21.1 of Missouri State Page.
- 29) The sum of line numbers 19b1, 19b2, 19b3, 19b4, 21b1, 21b2 on the Supplement, for all columns, reconciles with the sum of line numbers 19.3, 19.4 and 21.2 of Missouri State Page.

- 30) Line number 22 on the Supplement, for all columns, reconciles with line number 22 on Missouri State Page.
- 31) Line number 23 on the Supplement, for all columns, reconciles with line number 23 on Missouri State Page.
- 32) Line number 24 on the Supplement, for all columns, reconciles with line number 24 on Missouri State Page.
- 33) Line number 26 on the Supplement, for all columns, reconciles with line number 26 on Missouri State Page.
- 34) Line number 27 on the Supplement, for all columns, reconciles with line number 27 on Missouri State Page.
- 35) Line number 29 on the Supplement, for all columns, reconciles with line number 6 on Missouri State Page.
- 36) Line number 34 on the Supplement, for all columns, reconciles with line number 2.3 on Missouri State Page.
- 37) On the Accident & Health portion of the Supplement, the break down of reporting group, individual, credit and federal employees should reconcile to the break down of reporting on the Missouri State Page of the Annual Statement.
- 38) Line, Totals All Business in Missouri, on the Supplement, for all columns, reconciles with line number 35 on Missouri State Page.

Additional reconciliations:

- 1) Line number 28a must reconcile to the Credit Insurance Experience Exhibit or comply with Missouri Regulation 20 CSR 600-2.200 subsection 12.
- 2) Line number 28c must reconcile to the Credit Insurance Experience Exhibit or comply with Missouri Regulation 20 CSR 600-2.300 subsection 3.
- 3) On the accident and health portion of the supplement, line numbers 4.10 and 5.10, must reconcile to the Credit Insurance Experience Exhibit or comply with Missouri Regulation 20 CSR 600-2.100 subsection 10.