

**INSTRUCTIONS FOR FILING SUPPLEMENT TO PAGE 19 OF ANNUAL STATEMENT
FOR YEAR ENDING DECEMBER 31, 2021**

PLEASE READ CAREFULLY.

The Supplement to Page 19 filing, which is due by March 1, 2022, can now be filed electronically. Hard copies of this form will not be mailed.

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 fillable form and the instructions are available on the internet at <http://insurance.mo.gov/industry/forms/index.php>, scroll down to Statistics. To ensure the accuracy of data, 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.

Prior to submission, please ensure that data conforms to the criteria enumerated under the **EDITS** section below. If amounts on the supplement form fail to reconcile to corresponding amount on the annual statement, email an explanation to the address below explaining such discrepancies to avoid being contacted by this office.

A **NONE** report is required for companies with no Missouri business (a complete form with all zeros).

The Supplement is to be completed and received by the Missouri Department of Commerce & Insurance by March 1, 2022. Each company must file a separate submission, when filing electronically. If your company is unable to submit electronically, a hard copy may be mailed to the attention of the Statistics Section at the address listed below. If filing electronically, you are encourage to print a copy for your records.

A copy of both the Supplement and the Missouri State Page of the Annual Statement should accompany your premium tax return.

If you have any questions, please contact the Statistics Section at Statistics@insurance.mo.gov, or by phone at 573-751-3163.

Missouri Department of Commerce & Insurance
Statistics Section
P.O. Box 690
Jefferson City, MO 65102

OR

Missouri Department of Commerce & Insurance
Statistics Section
Truman State Office Bldg.
301 W. High St., 5th Floor, Room 530
Jefferson City, MO 65101

ELECTRONIC FILING INSTRUCTIONS

The fillable form can be accessed on our website at <http://insurance.mo.gov/industry/forms/index.php>. From there, 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 can save the data by using the “EXPORT” button. This will export your data to an XML file. You may reimport this saved file by clicking on “Import,” then “Choose File” and selecting the save XML file. When all fields have been completed click on the “SUBMIT” button. A popup will appear saying the filing was submitted successfully. You are encouraged to retain a copy of the submission for your records.

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 should be reported in whole dollars only, do not include cents.
- 3) 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. Total lines will automatically be filled for the online electronic form.
- 4) 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.
- 5) Data reported as warranty on the Missouri State Page (Line 30) should be reported on the Supplement as warranty programs / service contracts (Line 17B).
- 6) Business written through the National Flood Insurance Program which is exempt from the guaranty fund assessment, but not exempt from premium tax, should be reported on Line 34a. Private flood insurance should be reported on line 34b.
- 7) 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.

The Accident and Health portion of the Supplement Form

- 8) All companies must complete the Accident & Health portion of the form, even if they have no relevant business.
- 9) 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. The total rows will be automatically filled if using the electronic form.
- 10) Line number 5.1a should include any data which is reported on line number 7.1.
- 11) Report amounts in whole dollars only. Do not include cents.

12) 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 regarding business classes for A&H lines, please consult 376.421 RSMo. Statutes are available online at <https://revisor.mo.gov/main/Home.aspx>.

EDITS:

The following validations are performed to ensure that amounts reported on the Supplement reconcile with amounts reported on the Missouri State Page from the Annual Statement.

- 1) Line number 8 on the Supplement, for all columns, reconciles with line number 8 on Missouri State Page.
- 2) Line number 9 on the Supplement, for all columns, reconciles with line number 9 on Missouri State Page.
- 3) Line number 10 on the Supplement, for all columns, reconciles with line number 10 on Missouri State Page.
- 4) 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.
- 5) 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.
- 6) Line number 16 on the Supplement, for all columns, reconciles with line number 16 on Missouri State Page.
- 7) Line numbers 17a and 32 on the Supplement, for all columns, reconcile with the sum of line numbers 17.1 and 17.2 on Missouri State Page.
- 8) Line number 17c on the Supplement, for all columns, reconciles with line number 17.3 on Missouri State Page.
- 9) Line number 18 on the Supplement, for all columns, reconciles with line number 18 on Missouri State Page.
- 10) 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.
- 11) 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.
- 12) Line number 22 on the Supplement, for all columns, reconciles with line number 22 on Missouri State Page.
- 13) Line number 23 on the Supplement, for all columns, reconciles with line number 23 on Missouri State Page.
- 14) Line number 24 on the Supplement, for all columns, reconciles with line number 24 on Missouri State Page.
- 15) Line number 26 on the Supplement, for all columns, reconciles with line number 26 on Missouri State Page.
- 16) Line number 27 on the Supplement, for all columns, reconciles with line number 27 on Missouri State Page.
- 17) Line number 29 on the Supplement, for all columns, reconciles with line number 6 on Missouri State Page.

- 18) Line number 34a on the Supplement, for all columns, reconciles with line number 2.3 on Missouri State Page.
Line number 34b on the Supplement, for all columns, reconciles with line number 2.5 on Missouri State Page.
- 19) 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.
- 20) 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.