

## Maine Long-Term Care Insurance Report Instructions

The Maine Long-Term Care **Insurance** Report is required under 24-A M.R.S.A. §§ 5071-5080 and Rule Chapter 425, **Section 16**. The report is an Excel spreadsheet containing five sections on three worksheets (shown on the bottom of the spreadsheet). The report is due annually on June 30<sup>th</sup>.

All companies that have sold or issued **long-term care insurance** policies (**not life insurance or annuities with long-term care coverage**) in Maine on or after 7/1/2004 and those policies are still in-force must complete all five sections of the report. Companies with no in-force policies in Maine that were sold or issued on or after 7/1/2004 must complete Sections I and II and in Section III provide only the Year and enter “No” for “Did this Company have any In Force Long-Term Care Policies in Maine?”. When the report is complete, save it and send it to [Barbra.L.Garboski@maine.gov](mailto:Barbra.L.Garboski@maine.gov) for data entry. Do not ask her questions about the report. If you have specific questions about the report, contact [Pamela.Stutch@maine.gov](mailto:Pamela.Stutch@maine.gov) call her at (207)-624-8458.

We are not collecting information based upon policyholders residing in Maine if the policies were not sold or issued in Maine. Companies only having in-force policies in Maine that were originally sold or issued in another state are not required to report information about those policies.

Reports must be filed if a company has policies in force, even if they did not issue or sell long-term care **insurance** policies during the reporting year. Specify whether information is reported on a per claimant or a per transaction basis.