



Bulletin

June 2015

To: All Maryland Licensed Insurance Companies
From: Maryland Motor Vehicle Administration
RE: Reporting Requirements

It has come to the attention of The Maryland Motor Vehicle Administration that reporting guidelines, for insurance providers, are not consistently being applied when submitting information to the Insurance Compliance Division. In order to better serve our customers, it is necessary for **all required information** to be submitted in a timely manner. The purpose of this bulletin is to provide a convenient reminder of the requirements:

Pursuant to Transportation Article 11.18.04.03 Reporting Guidelines, Insurance Companies shall report to this Administration:

- New policies
- Lapses
- Terminations
- Re-instatements
- Policy changes

Re-instatements are the requirement most commonly omitted from the submission. Please take a moment to review your submission and insure that re-instatements are being provided.

To help ensure data accuracy, please submit the required information using the appropriate reason code:

Lapses	NPP
New Policies	NBS
Terminations	XLC
Re-instatements	REI

As you are aware, the Administration implemented an email program that notifies customers within 10 days of receiving a cancellation notice from the insurance company. Should a customer contact you about a **10-Day Email Alert** please contact the home office or underwriting for a **FR-13** to be submitted, if applicable, reporting new business or re-instatement.

Please feel free to email your questions regarding insurance cancellation codes acis@mva.maryland.gov