## Instructions: Submitting the

 Data Collection Template for the Annual Medicare Supplement RefundCalculation Form to the VABOI for Calendar Year2020

## Overview

- Submit the Medicare Supplement Refund Calculation Form (Appendix A) for Calendar Year 2020 (14 VAC 5-170-220.1) via SERFF. This is the same Form that has been submitted in prior years.
- In addition, please submit the 2017 and 2020 data provided in the Medicare Supplement Refund Calculation Form in the attached Data Collection Template (Template).
- These instructions illustrate how to properly fill out the Template.
- If you have any questions when completing the spreadsheet, please contact William Christian at wchristian@scc.virginia.gov.



## Appendix A Key

- The highlighted figures on the right will be entered into the Template.
- Each figure has a letter assigned toit.
- On the next page, the Template has blank spaces with the same letters assigned.
- You are to match the letter on Appendix A with the letter on the Template and enter the corresponding figure in the blank field.



## Data Entry

|  | A | в | c | D | E | F | ¢ | H | 1 | J | к | L | M | N | $\bigcirc$ | p | a | R | s | T | U | v | w | x |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Year | $\begin{aligned} & \text { Primary } \\ & \text { NaIC } \\ & \text { Code } \end{aligned}$ |  | $\begin{aligned} & \text { Qty y } \\ & \text { Plans } \end{aligned}$ | Type1 (Currently used name) | Type | Company Plan Name (Currently Used) | 'STANDARDIZED MEDICARE SUPPLEMENT BENEFIT PLAN' Equivalent | [1a. (col a)] Total (all policy Years) Earned Premium (x) | $[11$. (col b)] Total (all policy Years) Incurred Claims $(y)$ | [1b. (cola)] Current Year's Issues Earned Premium (x) |  |  | [2. (col b)] Past Years Experience Incurred Claims | $\begin{gathered} {[4 .] \text { Refunds Last }} \\ \text { Year (Exct } \\ \text { Interest) } \end{gathered}$ | [5.] Previous Refunds Since Inception (Excl Interest) | [6.] Refunds Since Inception (Excl Interest) |  | $[8$. Experience diatio Since Inception | $\begin{gathered} {[9 . j \text { life }} \\ \text { Years } \\ \text { Exposed } \end{gathered}$ | $\begin{gathered} {[10 .]} \\ \text { Tolerance } \\ \text { Permitted } \\ \text { Pdecimal) } \end{gathered}$ | Adj1.] <br> Adjustent <br> to Incurred <br> Claimsfor <br> Credibility | $\begin{gathered} {[12 .]} \\ \begin{array}{c} \text { Adjusted } \\ \text { linurred } \\ \text { Claimstor } \\ \text { Credibibily } \end{array} \end{gathered}$ | [13.] Refund |
| 2 | Data e ar |  |  |  | Plantype |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Data Pear |  |  |  | Plan Type |  | SMSEP |  |  |  |  |  |  |  |  |  |  | 7 | 7 |  |  | - |  |  |
| 4 | Data Pear |  |  |  | Plantype |  | smsep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Data Vear |  |  |  | Plantype |  | smsep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Data Year |  |  |  | Plantype |  | smsep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Data Pear |  |  |  | Plantype |  | smssp |  |  |  |  | , |  |  |  |  |  |  |  |  |  |  | () | Pr |
| 9 | Data e ar |  |  |  | Plan Type |  | smsbp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Data ear |  |  |  | Plan Type |  | smsbp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Data ear |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Data Year |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Data Year |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Data Year |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Data e ar |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Data Year |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Data Year |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Data e ear |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Data e ear |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | Data Year |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | Data Year |  |  |  | Plantype |  | smspe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | Data Year |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 | Data Year |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 | Data Year |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 | Data e ear |  |  |  | Plan Type |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 | Data Pear |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 | Data Pear |  |  |  | Plan Type |  | smsep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | - | Da | tabase Tab |  | ${ }_{(+}$ |  |  |  |  |  |  |  |  |  | 1 |  |  |  | $\square$ |  |  |  |  |  |

*The blank spaces indicated by the letters, represent the fields in which the Appendix A data will be entered.

## Filing Data

- Begin by entering the information boxed in red on Appendix A into the Template as seen on the right.
- Each row represents a specific plan, year, and company. In this instance, the filing is for Company XYZ Plan A.

MEDICARE SUPPLEMENT REFUND CALCULATION FORM FOR CALENDAR YEAR 2018

TYPE
For the State of
Company Name
NAIC Group Code Address
Person Completing This Exhibit


| 4 | A | в | c | D | E | F | G | H |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Year | Primary NAIC Code | Secondary NAIC Code Year Code Applicab Applicable] | $\begin{aligned} & \text { Qty of } \\ & \text { Plans } \end{aligned}$ | Type1 (Currentlyused name) | Type | Company Plan Name (Currently Used) | 'Standardized medicare SUPPLEMENT BENEFIT PLAN' Equivalent |
|  |  |  |  |  |  |  |  |  |
| 2 | 2018 | 99999 |  | 8 | Individual | Individual | Plan A | Plan A |
| 3 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 4 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 5 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 6 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 7 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 8 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 9 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 10 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 11 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 12 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 13 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 14 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 15 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 16 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 17 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 18 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 19 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 20 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 21 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 22 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 23 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 24 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 25 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 26 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 27 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 28 | Data Year |  |  |  | Plan Type |  | SMSBP |  |
| 29 | Data Year | Database Table |  |  | Plan Type |  | SMSBP |  |
|  | 1 ' |  |  | ${ }_{+}$ |  |  |  |  |

## Filing Data Continued

- Column C is only to be entered if the plan was previously associated with a different company/company code (i.e. due to a merger or assumed business).
- In Column D you are to enter the total number of plans being submitted for the current year
- You must enter this number each time, so if you have 4 plans you will enter the number 4, 4 times, once per row.
- Plan type will be filled out twice in columns E and F

- Column E represents how you currently identify plan type
- Column F represents how the Type will be identified moving forward
- The Plan will be entered twice as well in columns G and H
- In column $G$ you are to enter the plan name currently being used
- In Column H , you are to enter the plan name as it will be identified moving forward


Filing Data Continued

- If you are unable to find the plan listed in the drop down in column E , enter the data starting on row 100.
- Column E will not be a dropdown and you may enter your unique type.
- The remaining columns are the exact same and should be filled out the same way.

|  | A | 8 |  |  |  | F | ${ }^{\text {G }}$ | H |  |  | k |  | M | N | 0 | p | a | R | s | T |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 | Year | $\begin{array}{\|c} \text { Pimarar } \\ \text { 隻 } \\ \text { code } \end{array}$ |  | $\begin{aligned} & \text { Qato of } \\ & \hline \text { Plans } \end{aligned}$ | Type1 (Currently used name) | Type | Company Plan Name (Currently Used) |  |  |  |  |  | [2. (col a)] Past Years Experience Earned Premium $\qquad$ |  | $\begin{aligned} & \text { [4.] Refunds Last } \\ & \text { Year (Excl } \\ & \text { Interest) } \end{aligned}$ |  | $\begin{array}{\|c\|} \hline \text { [6.] Refunds } \\ \text { Since Inception } \\ \text { (Excl Interest) } \end{array}$ |  | $[8$. Experience d Ratio Since Inception | $\substack{\mid .9 .1 \text { Liete } \\ \text { Eexasesed }}$ |  |  |  | [13.] Refund |
| 89 | Data Year |  |  |  | Plan Type |  | smspe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 90 | Data Year |  |  |  | Plantype |  | smsep |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 91 | Data Year |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Data Year |  |  |  | Plantipe |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 93 | Data Year |  |  |  | Plantype |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 94 | Data Year |  |  |  | Plantype |  | smsbe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Data Year |  |  |  | Plantipe |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 96 | Data Year |  |  |  | Plantype |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Data Year |  |  |  | Plan Type |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Data Year |  |  |  | Plantrpe |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ${ }_{9}$ | For Plans not found in 'Type' or 'Plan Name' Drop-down menu(s) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 100 | Data Vear |  |  |  | Plan Type |  | SMSEP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 101 | Data Vear |  |  |  | Plan Type |  | SMSBP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 102 | Data Year |  |  |  | Plan Type |  | sMssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 103 | Data Year |  |  |  | Plan Type |  | SMSEP |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 104 | Data Year |  |  |  | Plan Trye |  | smssp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 105 | Data Year |  |  |  | plontue. |  | sussp |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Number 1 on Form

- Match the letter in Appendix A with the letter inthe Template.
- Enter the corresponding figure in the row designated for the plan, company, and year you are entering.
- Here 3348 represents the total earned premium for Company XYZ's Plan A. You are to enter 3348 in column I of the spreadsheet. Use the red letters as a guide.



## Numbers 2 and 4

- Continue entering the data working down Appendix A and across the Template.

- Number 3 will not be entered intothe Template.
- The column headers match the numbering found on Appendix A.



## Numbers 5, 6, 7, and 8



- Enter all percentages as a decimal. (100\% = 1.0) Inthis example $55.41 \%$ should be entered as 0.5541 .
- The Template will round to 3 digits but you should still enter 4


## Numbers 9, 10, 11, 12, and 13

## 9. Life Years Exposed Since Inception

If (Ratio $2<$ Ratio 1) AND (line $9>500$ ), proceed; else stop.
10. Tolerance Permitted (from credibility table)
11. Adjustment to Incurred Claims
(Ratio $3=$ Ratio $2+$ Tolerance)
If (Ratio $3>$ Ratio 1 ) a refund or credit to premium is not required
12. Adjusted Incurred Claims
(line 3 , col. a - line 6) * line 11
13. Refund ( $\max \{0$; line 3 , col. a - line 6 - (line $12 /$ line 7 ) \})

If (line $13<\left(.005^{*}\right.$ Inforce Annualized Premium @ $12 / 31$ )) then no refund is made

| 4 | A | B | C | D | E | F | G | H | T | U | v | w | x |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Year | Primary NAIC Code | Secondary NAIC Code Prior Year Code (if Applicable) | Qty of Plans | Type1 (Currently used name) | Type | Company Plan Name (Currently Used) | 'STANDARDIZED MEDICARE SUPPLEMENT BENEFIT PLAN ${ }^{\prime}$ Equivalent | $\begin{aligned} & \text { [9.] Life } \\ & \text { Years } \\ & \text { Exposed } \end{aligned}$ | [10.] <br> Tolerance Permitted (decimal) | [11.] <br> Adjustment to Incurred Claims for Credibility | [12.] <br> Adjusted <br> Incurred <br> Claims for <br> Credibility | [13.] Refund |
| 2 | 2018 | 99999 |  | 8 | Individual | Individual | Plan A | Plan A | 11 | 0.000 | 0.000 | 0 | 0 |
| 3 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |  |  |  |  |
| 4 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |  |  |  |  |
| 5 | Data Year |  |  |  | Plan Type |  | SMSBP |  | $\square$ |  |  |  |  |
| 6 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |  |  |  |  |
| 7 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |  |  |  |  |

[^0]
## De Minimis Amount



- If your filing has a de minimis amount listed enter it in column Y
- If no de minimis amount is given leave column Y blank
- De minimis may be seen spelled as "de minimis", "de minimus", or "deminimus"

| 4 | A | B | C | D | E | F | G | H | Y |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Year | Primary NAIC Code | Secondary NAIC Code I Prior Year Code (if Applicable] | Qty of Plans | Type1 (Currently used name) | Type | Company Plan Name (Currently Used) | 'STANDARDIZED MEDICARE SUPPLEMENT BENEFIT PLAN' Equivalent | De minimis amount |
| 2 | 2018 | 99999 |  | 8 | Individual | Individual | Plan A | Plan A |  |
| 3 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |
| 4 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |
| 5 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |
| 6 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |
| 7 | Data Year |  |  |  | Plan Type |  | SMSBP |  |  |

## Previous 15 Years



- Youare to continue filling out the Template, entering the previous 15 years of earned premiums in columns $A B$ through AP.
- Column AP includes earned premium for all years prior to as well as the $15^{\text {th }}$ year prior to the current year.
- Match the year in Appendix A with the year in the column header.


## End of Data Entry


[^0]:    N/A or Not Applicable should not be entered in the template; only 0 (zero) should be entered or the item left blank.

