

## e-Alert

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# 2022 Massachusetts HIRD Form Filing Deadline Approaches

## Background

In 2018, the Commonwealth of Massachusetts re-introduced the HIRD form. The HIRD form is a state reporting requirement that collects information about your employer-sponsored insurance (ESI). The HIRD reporting is administered by MassHealth and the Department of Revenue (DOR) through the MassTaxConnect (MTC) web portal. The HIRD form will assist MassHealth in identifying its members with access to qualifying employer-sponsored coverage who may be eligible for the MassHealth Premium Assistance Program.

The HIRD form consists of questions related to each medical plan that you offer. Some information such as deductibles and out-of-pocket maximum levels may be found within your Summary of Benefits.

You may also be asked to provide:

- Eligibility waiting periods
- Minimum hours worked per week to qualify for health insurance
- Any eligibility categories i.e. full-time, part-time, salary, hourly
- Plan Year/Renewal Date
- Monthly cost for each plan including employer and employee cost share

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## Summary

### Who Needs to File a HIRD Form?

If you are an employer who currently has (or had) six or more employees in Massachusetts during the past 12 months preceding the due date of this form (December 15<sup>th</sup> of the reporting year), you are required to complete the HIRD form. Employees would be any individual included on your quarterly wage report to the Department of Unemployment Assistance (DUA) during the past 12 months. If you are an out-of-state employer that does not file a report to the DUA an employee would be any individual hired for a wage or salary in the MA to perform work (full-time or part-time status).

### When Do You Need to File the HIRD Form?

Filing can be done as early as November 15, 2022, on the MTC Web Portal. The Annual Health Insurance Responsibility Disclosure (HIRD) Form is due no later than December 15, 2022.

### How Do You File the HIRD Form?

The Commonwealth of Massachusetts provided the following instructions on filing through the MTC Web Portal:

- Login to your [MassTaxConnect \(MTC\) Web Portal](#)
- Select the “File health insurance responsibility disclosure” hyperlink under the “I Want To” section

If you do not have an MTC account, or if you forgot your password or username, you may follow the instructions provided on the MTC [web page](#) or contact the DOR at 617-466-3940.

## Employer Next Steps

1. All employers that have (or had) 6 or more employees in Massachusetts in any month during the past 12 months preceding the due date of the form, you are required to complete the HIRD form.
2. Submit your filing between November 15, 2022 and December 15, 2022 on the [MassTaxConnect \(MTC\) Web Portal](#).

**The Annual Health Insurance Responsibility Disclosure (HIRD) Form is due no later than December 15, 2022.**

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3. For assistance with answers to the HIRD Form questions, please contact our [Benefits Team](#).
4. If you do not have an MTC account, or if you forgot your password or username, you may follow the instructions provided on the MTC [web page](#) or contact the DOR at 617-466-3940.

**HR Knowledge is unable to file the HIRD Form with MassTaxConnect on your company's behalf.**

The Commonwealth of Massachusetts released [Frequently Asked Questions](#) related to the HIRD form.

Please contact our [Benefits Team](#) if you have any questions.

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