



## Annual Massachusetts Health Insurance Responsibility Disclosure (HIRD) Reporting Requirement

The filing window for the 2020 Health Insurance Responsibility Disclosure (HIRD) with the Massachusetts Department of Revenue (DOR) will run from **November 15 to December 15, 2020**.

**This filing is required of all Massachusetts employers with 6 or more employees as well as all parishes, regardless of size.**

The HIRD form collects information about your employer-sponsored health insurance offerings and will be used to assist MassHealth in identifying its members with access to qualifying insurance who may be eligible for the MassHealth Premium Assistance Program. The Premium Assistance Program helps eligible working individuals and families pay for qualifying employer-sponsored insurance. For more information, please reference the [HIRD FAQs](#).

Instruction documents for all of the processes noted below will be available later this week at the top of the Administrator Toolkit page of the Benefits Department website (see below for the 2019 view): [catholicbenefits.org/admins/admins.htm](http://catholicbenefits.org/admins/admins.htm).

- First-time user, need to set up online access
- Already have set up online access but need help retrieving your Username or Password
- Using a different computer or browser than the one used last year, need help figuring out the additional security step
- Need assistance with completing the HIRD filing for 2020

**The Benefits Office will host webinars to review the HIRD filing process on:**

Wednesday, November 18 at 9:30 AM

Thursday, November 19 at 3:30 PM

To register for one of these sessions, please use the following link:

<https://attendee.gotowebinar.com/rt/4785602780536934415>

We will record one of these sessions and post the link on the Administrator Toolkit page.

Please contact Kerri Shorter (617-746-5640) or [benefits@rcab.org](mailto:benefits@rcab.org) if you have any questions.

The screenshot shows the website interface for Boston Catholic Benefits Connection. At the top, there is a navigation bar with various benefit categories. Below this, a banner image of a cathedral interior is visible. The main content area is titled 'Toolkit for Administrators' and contains several sections: 'HOME' with links to 'Benefits at-a-Glance', 'About Us', 'Forms & Documents', and 'Contact Us'; 'Administrator Resources' with a list of links including '2019 HIRD Reporting', 'Administrator Forms', 'Guides & Policies', 'Benefit Plan Compliance', 'Human Resources', 'Earned Sick Time Information', 'TimesPay Payroll', and 'BAS/MyEnroll'; 'What's New?' with links to 'MA DOR Registration Process' and 'HIRD Reporting Process Instructions 2019'; 'RELATED LINKS' with links to 'Blue Cross Blue Shield', 'CVS/Caremark', 'Delta Dental', 'Parish Finance Office', 'RCAB Office of Risk Management', 'IOI Payroll', and 'RCAB Website'; and a section titled '2019 HIRD Reporting' which is circled in red and contains links to 'MA DOR Registration Process', 'How to Retrieve Your DOR Username & Password', 'Instructions on Authenticating MA DOR Account', and 'HIRD Reporting Process Instructions 2019'. There are also 'CLICK or SCROLL' icons and a 'Back to top' link at the bottom.