



**Date:** May 22, 2014

**Subject:** Reinsurance Contributions Process

**Q:** How will a contributing entity complete the reinsurance contributions process?

**A:** HHS will implement a streamlined process for the collection of reinsurance contributions. A contributing entity, or a third-party administrator (TPA) on behalf of the contributing entity, can complete all required steps for the reinsurance contributions process on Pay.gov: registration, submission of the annual enrollment count, and remittance of contributions.

A form will be available via [www.pay.gov](http://www.pay.gov) where a contributing entity or a TPA on its behalf will provide basic company and contact information, and the annual enrollment count for the applicable benefit year no later than November 15<sup>th</sup>. The form will auto-calculate the contribution amounts. To complete the submission, entities will also submit payment information and schedule a payment date for remittance of the contributions. Pay.gov provides a 'one-stop' approach to complete the reinsurance contributions process.

We anticipate offering training on this process beginning in late June. Please register on <https://www.regtap.info/> to receive notices regarding upcoming trainings.