

### Bulletin

**Date:** December 13, 2024

**Bulletin:** All Insurance Companies

**From:** Insurance Compliance Division

**Subject:** ATTENTION: Maryland Insurance Reporting Changes –Implementation Details

The Maryland Motor Vehicle Administration (MVA) is reminding all insurance companies of the upcoming change in process for the reporting of auto policies. The transition to the weekly Book of Business (BOB) files will follow the schedule below:

ACTION	DATE
Last day for insurance companies to submit FR-13 files	December 31, 2024
Last day MVA will process FR-13 files	January 1, 2025
First day Insurance Companies can submit BOB files**	December 30, 2024
First round of BOB files to be processed	January 5, 2025

**\*\*Companies changing reporting format from Electronic Data Interchange (EDI) to Plain Text should not submit their first BOB file until January 1, 2025. This will allow time for MVA to process the final FR-13 files in EDI before updating configuration to accept BOB files in Plain Text.**

BOB files received December 30, 2024, through January 4, 2025, will be checked for formatting, and any formatting errors will be returned the evening the file is submitted. Errors for non-matches (policies unable to be applied to MVA vehicle records) will be returned after the BOB files are officially processed on Sunday, January 5, 2025.

Participation in Online Insurance Verification (OLV) is also mandatory to remain compliant with Maryland law. Any insurance carriers that have not already submitted their OLV onboarding information to MVA should contact the Insurance Compliance Division **immediately** at [MDMVAICDSupport@mdot.maryland.gov](mailto:MDMVAICDSupport@mdot.maryland.gov).

MVA would like to thank our insurance partners for their diligence and support throughout this process. The MVA has been in communication with the Maryland Insurance Administration regarding this legislation and we look forward to a smooth implementation. If you have any questions, please reach out to the Insurance Compliance Division at [MDMVAICDSupport@mdot.maryland.gov](mailto:MDMVAICDSupport@mdot.maryland.gov)