



Annual Massachusetts Health Insurance Responsibility Disclosure (HIRD) Reporting Requirement

The Health Insurance Responsibility Disclosure (HIRD) form must be completed electronically from **November 15 to December 15** each year. The HIRD reporting is administered by MassHealth and the Department of Revenue (DOR) through the MassTaxConnect web portal.

This annual filing is required by state law for all Massachusetts employers with 6 or more employees. This includes all parishes, regardless of size.

If you do not currently have a username and password to MassTaxConnect (<https://mtc.dor.state.ma.us/mtc/>), you should complete the first-time user online set up in advance of November 15 to ensure you can complete this filing timely. Instructions for accessing the MassTaxConnect website is available on catholicbenefits.org/administrators under HIRD Reporting.

Instructions regarding completing the HIRD Form along with a recorded presentation will be available on catholicbenefits.org/administrators soon after November 15.

Important Note! Before you begin, find the cost sharing for your location for the Enhanced, Basic and High-Deductible Plans, **even if you have no employees enrolled in those plans**. The cost share(s) for each location can be found in the contact/access information e-mail sent from Kerri Shorter around 10/24/2025. The HIRD filing process should take approximately 15 minutes once you have this information.

The Benefits Department will host webinars to review the HIRD filing process on the following dates/times. To register for one of these webinars, please visit<https://attendee.gotowebinar.com/rt/1192045877692974934>

Thursday	11/20	3:00 PM
Tuesday	11/25	1:00 PM
Thursday	12/4	10:00 AM
Wednesday	12/10	3:00 PM

Please contact the Benefits Department at 617-746-5640 or benefits@rcab.org if you have any questions.