

Kansas Health Care Stabilization Fund

HELPFUL INFORMATION FOR COMPLETING AND SUBMITTING THE HEALTH CARE STABILIZATION FUND REFUND REQUEST FORM

IMPORTANT

Information, guidelines and other explanations of the Health Care Provider Insurance Availability Act, K.S.A. 40-3401 et. seq, provided in this document are intended to assist insurers and others in gaining a general understanding of certain features of the law governing the Health Care Stabilization Fund. This document is not intended to alter or replace the statutory requirements or any court decision regarding the Fund law or the administration of any of the requirements of that law.

The Fund law requires that insurers notify the Board of Governors within ten days of canceling a policy at the request of the insured health care provider. If for some reason the notice to the Board is not consistent with the statutory ten-day notice requirement, the refund will be based on the postmark date of the notice minus ten days.

The refund request form is self-explanatory. The Kansas Department of Administration requires an IRS W-9 form for any payee. We are furnishing the following suggestions and information which may be of assistance when you are seeking a refund of Health Care Stabilization Fund surcharge payments due to overpayment, a mid-coverage period cancellation or termination, lower rating classification change or other situation for which you believe you may be eligible to receive a surcharge refund.

- Pursuant to state law, the minimum amount that can be refunded is \$5.00.
- Surcharge payments are attributed to the individual health care provider. If you are not the individual health care provider but you are seeking the return or refund of a surcharge, you must complete the information in the box at the bottom of the form.
- We require the federal taxpayer identification number or social security number of the person that will be the payee on the refund check. Unless the payee has already filed an IRS form W-9 with the State of Kansas, we must obtain a completed and signed W-9 form. If this information is not provided, a refund cannot be processed.
- The State of Kansas does withhold any refund amount if other amounts are owed to the State of Kansas. This is the policy of the State of Kansas, not the Health Care Stabilization Fund.
- Often we will receive a refund request before we have received the coverage documentation and original surcharge payment. In many situations, such as a termination or rating classification change, we need to have the additional documentation submitted to us by the insurance company. When we are aware of situations that will delay the refund, we will try to advise you that there is a problem and what action we have taken to resolve that problem.
- Once received in our office, refunds are processed in about three weeks if the form is properly completed and if we have received all of the supporting documents. (Supporting documents can include: the original coverage document and surcharge payment; a mid-term termination or cancellation notice from the insurance company; a rate classification change document from the insurance company; or, a corrected Notice of Basic Coverage Form from the insurance company.)
- If the required information is not available to the HCSF, refund requests may be delayed several weeks. Please provide the necessary documentation in a timely manner.

If you have questions or need additional assistance, please contact the Fund office by sending an email message to HCSFrefundrequest@ks.gov or by sending a fax message to 785.291.3550. The telephone number is 785.291.3777.