

The Commonwealth of Massachusetts  
Executive Office of Health and Human Services  
Division of Health Care Finance and Policy

**Employee Health Insurance Responsibility Disclosure Form**

You are completing this form because you have declined to participate in your employer sponsored health insurance plan and/or have declined to participate in the employer's "Section 125 Cafeteria Plan" pre-tax purchasing arrangement. A Section 125 Plan is not health insurance: it is a way to purchase health insurance on a pre-tax basis. For information about affordable health insurance options, visit the Commonwealth Connector at [www.mahealthconnector.org](http://www.mahealthconnector.org)

**EMPLOYER**

**Employer Name:** Town of Weston

**FEIN:** 046001360

**Employer D/B/A:** N/A

**Employer Address:** Town Hall, 11 Town House Road

**City | State | ZIP Code:** Weston, MA 02493

1. Did you offer a "Section 125 Cafeteria Plan" to this employee? Yes  No
2. Did you offer employer sponsored health insurance to this employee? Yes  No
3. If you offered sponsored insurance to this employee, what is the dollar amount of the employee's portion of the monthly premium cost of the least expensive individual health plan offered by the employer to the employee? (If did not offer sponsored insurance, leave blank.)

**EMPLOYEE**

**Employee First Name:**

**Middle Initial:**

**Employee Last Name:**

**Suffix (e.g. Sr., Jr.):**

1. Did you accept your employer subsidized health insurance?  Yes  No  None Offered
2. Did you agree to use your employer's "Section 125 Cafeteria Plan" to pay for health insurance?  Yes  No  None Offered
3. Do you have other health insurance?  Yes  No

**Employee Affidavit**

I hereby affirm, under penalties of perjury that all the information provided herein is true to the best of my knowledge. I also understand that if I do not have health insurance I may be responsible for the full costs of all medical treatment, that I may forfeit all or a portion of my Massachusetts personal tax exemption and be subject to other penalties pursuant to M.G.L c. 111M, that the Employee Health Insurance Responsibility Disclosure (HIRD) Form contains information that must be reported in my Massachusetts tax return, and that I am required to maintain a copy of the signed HIRD Form.

**Employee Signature:** \_\_\_\_\_ **Date (MM/DD/YY):** \_\_\_\_\_

The employer must retain this document for three (3) years and make it available upon request to the Division of Health Care Finance and Policy and the Division of Revenue as required by state regulation 114.5 CMR 18.00.

**(Over)**

# HIRD Instructions

## **EMPLOYER INFORMATION**

**Employer Name:** Employers must enter the company's legal name.

**FEIN:** The employer must enter the Federal Employer Identification Number.

**D/B/A:** The employer must enter the company's trade name "Doing Business As" here, if applicable.

**Employer Address:** The employer must enter the business address including city, state, and zip code.

**Question 1:** The employer must indicate either Yes or No (check box).

**Question 2:** The employer must indicate either Yes or No (check box).

**Question 3:** The employer must report the dollar amount of the employee's portion on the monthly premium cost of the least expensive individual health plan offered by the employer to the employee, if the employer offers a sponsored health plan (i.e. the employer offers to pay for a portion of the premium).

## **EMPLOYEE INFORMATION**

**Employer First Name:** The employee or employer must enter the employee's first name.

**Employer Last Name:** The employee or employer must enter the employee's last name.

**Question 1:** The employee must indicate Yes, No, or None Offered if health insurance is not offered (check box).

**Questions 2:** The employee must indicate Yes, No, or None Offered if a "Section 125 Cafeteria Plan" is not offered (check box).

**Questions 3:** The employee must indicate Yes or No (check box).

**Employee Signature:** The employee must sign and date the Employee Health Insurance Responsibility Disclosure (HIRD) form.

**Note to Employer Regarding Employee Signature:** If the employee refuses to sign and date the form, the refusal should be noted in writing and signed by the authorized company representative (e.g., the owner, supervisor or manager, chief executive officer, etc.).