

Hospital / Medical Center  
**Submission Checklist**  
 Twelve Months Filing – FY 2021

<b>Please complete the boxes outlined in bold with a <math>\checkmark</math> and submit with your filing.</b>			
	<b>Reporting Date</b>		<b>PDF</b> (Filed through HRS portal)
<b>Cover Letter &amp; Submission Checklist</b>	N/A		PDF* <input type="checkbox"/>
<b>Affidavit</b> - Notarized Twelve Month Actual Filing	N/A		PDF* <input type="checkbox"/>
<b>DPH license</b> - as of September 30, 2021 ( <i>only if the number of licensed beds changed.</i> )	September 30th		PDF / N/A <input type="checkbox"/>
<b>Support Schedules</b> - for Plus/Minus Other Adjustments <u>and</u> a breakout of the top 5 categories that make up the Other Operating Expense amount on Report 175.	N/A		PDF <input type="checkbox"/>
<b>Variance Explanations</b> - Thorough explanation of <i>input</i> amounts with a variance of greater than plus or minus 25% on Report 100, 150, 175, 300, 350, 450, and 550.	N/A		PDF <input type="checkbox"/>
<b>Variance Explanations</b> – Descriptions are clear and concise and no abbreviations or acronyms were used.	N/A		Descriptions are clear & concise <input type="checkbox"/>
<b>IRS Form 990</b> - hospitals may redact the donor names on Schedule B when submitting the forms.	September 30th		PDF (if applicable) <input type="checkbox"/>
<b>IRS Form 990</b> – the hospital requested a time extension with the IRS. ( <i>If yes, the box to the far right should be checked. The forms don't need to be submitted.</i> )	September 30th		N/A <input type="checkbox"/>
<b>HRS files</b> have been electronically submitted and no hard copies of the HRS reports are being submitted.	N/A		HRS files submitted <input type="checkbox"/>
<b>COVID-19 Excel File</b> – Excel file for the collection of COVID-19 related data.	FY 2021		Excel <input type="checkbox"/>

*\*Hospitals may submit the cover letter, submission checklist and affidavit in one PDF file. All other items should be submitted in separate PDF files. When naming PDF files, please use a filename that easily identifies the hospital and item being submitted.*