

**Attachment 5a - Description of Compensation Structure(s)
Submission Requirements for MA and PDP Organizations Paying
Compensation to Marketing Organizations**

Instructions

For any MA or PDP organization that did not sell products through agents and brokers in any given year, such organization is not required to provide such information for such year. Nonetheless, every organization must provide 2019 information and information for the other years in which they participated in Medicare Advantage and the prescription drug programs.

- Submit Certification (Attachment 1a)
- Using Attachment 2a (or if your organization has the schedule(s) in a workbook, or some other format, you may submit that documentation in lieu of Attachment 2a)
 - o Organizations must submit each unique MA and PDP plan compensation structure where plans pay contracted marketing organizations (such as Field Marketing Organizations (FMOs)). Include all of the compensation structures for years 2016 through 2019.
 - o Each structure must be assigned a unique identifying number (include plan year as the first four digits in the ID number) and the structure must be clearly identified in the data submission with that number.
 - o For each compensation structure, complete the template Excel worksheet entitled "Contracting Org Info Sheet" in the Excel workbook "Covered Agent Information Sheet Workbook" (Attachment 3), and provide:
 - o The structure's unique identifying number;
 - o The marketing organization's name and address, and the phone number and email address for a contact at each marketing organization with whom you contract; and
 - o The number of agents affiliated with these marketing organizations that sell on behalf of your organization and are covered by each compensation structure.

