BULLETIN

January 1, 2026

Bulletin No. 03-2026

To: NISS Member Companies

Re: Requirements for Reporting Data via the NISS Website

With this Bulletin, we are attaching pages describing the technical specifications for reporting NISS Calls via the NISS Website.

There are two file format options you can use for submitting data to NISS:

- Fixed Record Length (.txt format)
- Comma Delimited (.csv format)

Instructions for reporting in these formats are outlined in the attached pages and apply to both data submissions and electronic transmittal (state and summary) records.

Please let us know if you have any questions.

Sincerely,

Jeffrey R. Patterson
President & CEO

Attachment

NATIONAL INDEPENDENT STATISTICAL SERVICE

REQUIREMENTS FOR REPORTING DATA VIA NISS WEBSITE

Website Instructions

1. You must log in to the NISS Member Company website (www.niss-stat.org) and have permission to submit Data Calls for your company. You will do this on the website by way of the "Data Submissions & Filings" menu item; select the "Submit Data Calls" option.

2. You will be asked to complete an online submission form with pertinent information before your data file can be uploaded.

3. There is no maximum size limit for the NISS website. Data files should be compressed to expedite transfers. We can accept files which have been compressed using PKZip or WinZip shareware. Other compressed files will need to be self-extracting.

4. You should only submit one NISS Call (line of insurance) and Call Year/Quarter per file.

5. Each submission of data should include a Transmittal form or Electronic Transmittal records.

6. The name of each file should clearly indicate the Company Number, the Call Year, and the Call Name of the data being submitted. For example: "999_2026_Auto.txt", "2026 Auto C999.csv" or "999AQR1QTR2026.zip".

7. Once you have uploaded your submission to the FTP site, NISS will automatically be alerted that you have submitted data via the website. A summary of files uploaded automatically updates on your screen. This is your confirmation that NISS received your submission.

8. Supplemental Calls are filed online. You will do this on the website by way of the "Data Submissions & Filings" menu item; select the "Submit Supplemental Calls" option.

NATIONAL INDEPENDENT STATISTICAL SERVICE

REQUIREMENTS FOR REPORTING DATA VIA NISS WEBSITE

File Format

There are two format options for submitting data to NISS: Fixed Record Length (.txt format) or Comma Delimited (.csv format). Instructions for reporting in these formats follow below and apply to both data submissions and electronic transmittal (state and summary) records.

Submitting Fixed Record Length Files (.txt format):

All coding generated must be ASCII fixed record length. Each record must be the exact image of the record(s) described in the record layout. Records within the file may be in any order.

In the record layout, there is a column titled Field Type (Size) that distinguishes the text fields from the numeric fields and displays the size for each field.

Report whole dollars only. Rounding, when required, is accomplished by adding an absolute $0.50 to the absolute value of the field and then dropping the cents. For example, a negative $7.51 would round to a negative $8.00 and a negative $7.49 would round to a negative $7.00.

The numeric fields must be right justified with leading zeroes. These fields are signed numeric fields with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to the Signed Numeric Table below.

Signed Numeric Table

If the data field is a signed numeric field, the last byte should contain a character to indicate whether the field is positive or negative. This character will be composed as follows:

Unit Position Numeric Value	Symbol	Unit Position Numeric Value	Symbol
0	{ or 0	-0	}
1	A or 1	-1	J
2	B or 2	-2	K
3	C or 3	-3	L
4	D or 4	-4	M
5	E or 5	-5	N
6	F or 6	-6	O
7	G or 7	-7	P
8	H or 8	-8	Q
9	I or 9	-9	R

For example, $46,268 would be reported as 0004626H or 00046268; $-46,268 would be reported as 0004626Q.

No alphanumeric characters should be reported except where asked for in a Call.

NATIONAL INDEPENDENT STATISTICAL SERVICE

REQUIREMENTS FOR REPORTING DATA VIA NISS WEBSITE

Submitting Comma Delimited Files (.csv format):

With this option, commas are the delimiter. Do not type in the literal commas in any field. If you do, the commas will save as characters and will import as such. For example, a value of -1,234 should be submitted as: -1234.

In the record layout, there is a column titled Field Type (Size) that distinguishes the text fields from the numeric fields and displays the size for each field.

The text fields must contain all the positions listed under the Field Type (Size) column. For example, Territory Code 005 should be reported as 005 instead of 5.

Report whole dollars only. Rounding, when required, is accomplished by adding an absolute $0.50 to the absolute value of the field and then dropping the cents. For example, a negative $7.51 would round to a negative $8.00 and a negative $7.49 would round to a negative $7.00.

Since the numeric field sizes are variable, leading zeroes and spaces should be omitted. Negative numbers must be submitted as a dash before the number (without a space between the negative and number). For example, a negative one hundred dollar premium should be submitted as: -100.

For fields not applicable, report blank. For blank fields, report blank. The following is an example of how a blank field should be reported when proceeded by and followed by applicable fields: ...001,,999...

File names must end with the .csv extension to distinguish it as a comma delimited file. Also, records within the file may be in any order.