



B U L L E T I N

June 29, 2016

Bulletin No. 09-2016

To: NISS Member Companies

Re: Optional Expansion of NISS 80 byte Calls – Company Use Field

NISS is pleased to announce the addition of an optional Company Use field (in positions 81-100) at the end of all existing 80 byte Calls beginning with the 2017 Calls.

This new field is being added to the record layouts of the following NISS Calls:

- Homeowners (HO) Call
- Burglary, Robbery, and Theft (BR) Call
- Farmowners (FO) Call
- Fidelity, Surety and Forgery (FS) Call
- Inland Marine (IM) Call

Beginning with the 2017 Calls for Experience, companies will have the option to either continue to report these Calls using the existing 80 byte record as they have in the past, or to expand the record to 100 bytes to include the new Company Use field in position 81-100.

Companies can use this new field to include policy/claim numbers or any other information that may be helpful when investigating data issues.

The attached pages set forth the updated record layouts as they will appear in the 2017 Calls. Please let us know if you have any questions or need any additional information.

Very truly yours,

A handwritten signature in black ink that reads "Theresa A. Szwast".

Theresa A. Szwast
President & CEO

Attachment

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 HOMEOWNERS, DWELLING, AND MOBILEHOME POLICIES CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
1	Blank		
2-4	Company Number	Assigned by NISS.	Text (3)
5	Blank		
6	Transaction Type Code	See Statistical Plan for codes.	Text (1)
7-8	State Code	State code for which experience is being reported.	Text (2)
9	Line Code	For Homeowners, Dwelling, and Mobilehome Policies Experience use code "P".	Text (1)
10-11	Call Year	Use last two digits of Call Year reported.	Text (2)
12-13	Calendar/Accident Year	Use last two digits of Calendar Year (Exposures and Premiums) or Accident Year (Losses and Claims) reported.	Text (2)
14	Term of Policy Code	Exposures and Premiums only.	Text (1)
15-19	ZIP Code	Insured location.	Text (5)
20-21	Territory Code	See Statistical Plan for codes.	Text (2)
22	Blank		
23-24	Subline of Business Code	See Statistical Plan for codes.	Text (2)
25	Blank		
26	Policy Form Code	See Statistical Plan for codes.	Text (1)
27	Occupancy Code	Dwelling and North Carolina Mobilehome Policies only.	Text (1)
28	Building or Contents Code	Dwelling Policies only.	Text (1)
29	Blank		
30	Construction Code	See Statistical Plan for codes.	Text (1)

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 HOMEOWNERS, DWELLING, AND MOBILEHOME POLICIES CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
31-32	Protection Code	See Statistical Plan for codes.	Text (2)
33-36	Deductible Size Code	See Statistical Plan for codes.	Text (4)
37-40	Year of Construction/Model Year	Use all four digits of Year of Construction (Model Year for Mobilehomes) reported.	Text (4)
41	Blank		
42-44	Amount of Insurance	See Statistical Plan for codes.	Text (3)
45-46	Cause of Loss Code	Losses and Claims only.	Text (2)
47-48	Exception Code	See Statistical Plan for codes.	Text (2)
49	Blank		
50	Number of Families Code	New Jersey Dwelling Policies only.	Text (1)
51-52	Type of Deductible Code	See Statistical Plan for definitions.	Text (2)
53-54	Coverage Code	North Carolina Mobilehome Policies only.	Text (2)
55	Tie Down Code	North Carolina Mobilehome Policies only.	Text (1)
56	Liability Exposure Code	North Carolina Homeowners, Tenants, and Condominium Policies only.	Text (1)
57-58	Classification Code	North Carolina Homeowners, Tenants, and Condominium Policies only.	Text (2)
59	Mitigation Code	North Carolina Homeowners and Dwelling Policies only.	Text (1)

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 HOMEOWNERS, DWELLING, AND MOBILEHOME POLICIES CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
For Transaction Type Code 1 or 2			
60-67	Written Exposure	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
68-75	Written Premium	Report direct business only.	Numeric: Fixed Length (8) CSV (variable)
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)
79-80	Blank		
81-100	Reserved for Company Use		
For Transaction Type Code 6			
60-67	Paid Losses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
68-75	Number of Paid Claims	To indicate number of Paid Claims. A claim partially paid and partially outstanding must be counted only once (may be counted paid or outstanding).	Numeric: Fixed Length (8) CSV (variable)
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)
79-80	Blank		
81-100	Reserved for Company Use		

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 HOMEOWNERS, DWELLING, AND MOBILEHOME POLICIES CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
For Transaction Type Code 7			
60-67	Outstanding Losses	Includes any incurred but unreported losses.	Numeric: Fixed Length (8) CSV (variable)
68-75	Number of Outstanding Claims	To indicate the number of Outstanding Claims. A claim partially paid and partially outstanding must be counted only once (may be counted paid or outstanding).	Numeric: Fixed Length (8) CSV (variable)
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)
79-80	Blank		
81-100	Reserved for Company Use		

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 BURGLARY, ROBBERY, AND THEFT CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
1-3	Company Number	Assigned by NISS.	Text (3)
4	Blank		
5	Calendar Year	Use last digit of Calendar Year reported.	Text (1)
6	Call Year	Use last digit of Call Year reported.	Text (1)
7-8	State Code	State Code for which experience is being reported.	Text (2)
9	Line Code	For Burglary, Robbery, and Theft use code "3".	Text (1)
10-11	Blank		
12-13	Item Code	Use code "01".	Text (2)
14-16	Territory Code	See Statistical Plan for codes.	Text (3)
17	Blank		
18-21	Classification Code	See Statistical Plan for codes.	Text (4)
22-31	Blank		
32-39	Written Premium	Report direct business only.	Numeric: Fixed Length (8) CSV (variable)
40-47	Paid Losses Excluding Allocated Loss Adjustment Expenses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
48-55	Outstanding Losses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
56-75	Blank		
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 BURGLARY, ROBBERY, AND THEFT CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
79-80	Blank		
81-100	Reserved for Company Use		

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 FARMOWNERS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
1-3	Company Number	Assigned by NISS.	Text (3)
4	Blank		
5	Calendar Year	Use last digit of Calendar Year reported.	Text (1)
	Accident Year	North Carolina only. Use last digit of Accident Year reported.	Text (1)
6	Call Year	Use last digit of Call Year reported.	Text (1)
7-8	State Code	State code for which experience is being reported.	Text (2)
9	Line Code	For Farmowners use code "F".	Text (1)
10-14	Blank		
15-16	Territory Code	See Statistical Plan for codes.	Text (2)
17	Term of Policy Code	Premiums only. For One Year use code "1". For Three Years use code "3".	Text (1)
18	Policy Form Code	See Statistical Plan for codes.	Text (1)
19	Policy Limits Code	See Statistical Plan for codes.	Text (1)
20	Construction/ Protection Code	See Statistical Plan for codes.	Text (1)
21	Cause of Loss Code	Losses and Claims only.	Text (1)
22	Deductible Code	See Statistical Plan for codes.	Text (1)
23	Blank		
24-27	Classification Code	See Statistical Plan for codes.	Text (4)
28-31	Blank		
32-39	Written Premium	Report direct business only.	Numeric: Fixed Length (8) CSV (variable)

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 FARMOWNERS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
40-47	Paid Losses Excluding Allocated Loss Adjustment Expenses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
48-55	Outstanding Losses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
56-60	Number of Paid Claims	To indicate the number of Paid Claims. A claim partially paid and partially outstanding must be counted only once (may be counted paid or outstanding).	Numeric: Fixed Length (5) CSV (variable)
61-65	Number of Outstanding Claims	To indicate the number of Outstanding Claims. A claim partially paid and partially outstanding must be counted only once (may be counted paid or outstanding).	Numeric: Fixed Length (5) CSV (variable)
66-75	Blank		
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)
79-80	Blank		
81-100	Reserved for Company Use		

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 FIDELITY, SURETY, AND FORGERY CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT NY & TX

Data Record Layout

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
1-3	Company Number	Assigned by NISS.	Text (3)
4	Blank		
5	Calendar Year	Use last digit of Calendar Year reported.	Text (1)
6	Call Year	Use last digit of Call Year reported.	Text (1)
7-8	State Code	State code for which experience is being reported.	Text (2)
9	Line Code	For Fidelity, Surety, and Forgery use code "5".	Text (1)
10-11	Blank		
12-13	Item Code	Use code "01".	Text (2)
14-17	Blank		
18-21	Classification Code	See Statistical Plan for codes.	Text (4)
22-31	Blank		
32-39	Written Premium	Report direct business only.	Numeric: Fixed Length (8) CSV (variable)
40-47	Paid Losses Excluding Allocated Loss Adjustment Expenses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
48-55	Outstanding Losses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
56-75	Blank		
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 FIDELITY, SURETY, AND FORGERY CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT NY & TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
79-80	Blank		
81-100	Reserved for Company Use		

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 INLAND MARINE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
1-3	Company Number	Assigned by NISS.	Text (3)
4	Blank		
5	Calendar Year	Use last digit of Calendar Year reported.	Text (1)
6	Call Year	Use last digit of Call Year reported.	Text (1)
7-8	State Code	State code for which experience is being reported.	Text (2)
9	Line Code	For Inland Marine use code "6".	Text (1)
10-11	Blank		
12-13	Item Code	Use code "01".	Text (2)
14-17	Blank		
18-21	Classification Code	See Statistical Plan for codes.	Text (4)
22-31	Blank		
32-39	Written Premium	Report direct business only.	Numeric: Fixed Length (8) CSV (variable)
40-47	Paid Losses Excluding Allocated Loss Adjustment Expenses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
48-55	Outstanding Losses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
56-60	Number of Paid Claims	To indicate the number of Paid Claims. A claim partially paid and partially outstanding must be counted only once (may be counted paid or outstanding).	Numeric: Fixed Length (5) CSV (variable)

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 INLAND MARINE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
61-65	Number of Outstanding Claims	To indicate the number of Outstanding Claims. A claim partially paid and partially outstanding must be counted only once (may be counted paid or outstanding).	Numeric: Fixed Length (5) CSV (variable)
66-68	Blank		
69	Terrorism Coverage Code	See Statistical Plan for codes.	Text (1)
70-74	Blank		
75	Cause of Loss Code	Losses and Claims only.	Text (1)
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)
79-80	Blank		
81-100	Reserved for Company Use		