



BULLETIN

August 28, 2015

Bulletin No. 16-2015

To: NISS Member Companies

Re: New Loss Reporting Option – Eliminates Excess Loss Call Requirement

NISS is pleased to announce a new option for reporting loss data which will eliminate the need to submit the separate Excess Loss Calls. Beginning with the 2017 Calls for Experience, companies will have the option to either continue to report excess losses as they have in the past or to include claim and claimant information in their loss data submissions along with a one-time final excess loss submission.

The below fields are being added to the record layouts of the following Calls, in order to accommodate this new option (companies may leave these positions blank if they choose to continue to report the separate Excess Loss Calls):

Field Description	Position in Record Layouts				
	A Call	AQR Call	ARP Call	CLSP Call	GL Call
Claimant Level Indicator (C)	65	59	65	58	68
Claim Number	162-177	162-177	162-177	162-177	162-177
Claimant Number	178-180	178-180	178-180	178-180	178-180

Companies that wish to take advantage of this option will need to make a Final Submission of Excess (FSE) which will utilize the same record layout as the Excess Loss Calls with the following differences:

- Indicate that the submission represents a Final Submission of Excess by reporting an ‘F’ in the new ‘Final Submission of Excess Indicator’ field.
- Identify whether the Incurred Loss represents a Paid Loss or an Outstanding Loss by reporting a ‘P’ or an ‘O’ in the new ‘Paid/Outstanding Loss Indicator’ field.
- All Losses must be reported regardless of size for this final submission of excess, even if under the Financial Responsibility Limits.

The below changes are being made to the record layouts of the existing Excess Loss Calls in order to allow for the FSE submissions:

Field Description	Position in Record Layouts				
	AEX Call	AQREX Call	ARPEX Call	CLSPEX Call	GLEX Call
Final Submission of Excess Indicator (F) *	81	83	81	78	72
Paid/Outstanding Loss Indicator (P or O) *	83	85	83	79	79
Claim Number (expanded to 16 positions)	101-116	101-116	101-116	104-119	28-43
Claimant Number (expanded to 3 positions)	117-119	117-119	117-119	136-138	44-46

* These two new fields should be left blank if your company chooses to continue reporting excess losses separately.

In order to properly make this transition, companies must start to include claim and claimant information in their loss data submissions no later than the Call year immediately following their Final Submission of Excess. For example, if a company chooses to report their FSE in the 2017 Call, they would need to begin including claim and claimant information starting in the 2018 Call. Companies can optionally begin including claim and claimant information during the same Call year that the FSE is filed.

One additional benefit for companies that choose to include claim and claimant information in the AQR (NC Quarterly Automobile) Call: these companies would no longer need to report the separate AQRT (NC Quarterly Automobile Trend) Call.

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,



Theresa A. Szwast
President & CEO

Attachment

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience

Information should be shown on Summary Sheets or electronic media using the exact arrangement set forth below. If it is impossible to submit in this way, an additional charge will be made for transcribing such data. In such event, it will be necessary that the company fully and accurately describe the information shown in each column.

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5-6	Blank	
7-8	Calendar Year	Use last two digits of Calendar Year reported.
9-10	Call Year	Use last two digits of Call Year reported.
11-12	State Code	Principal place of garaging.
13	Line Code	For Automobile use code "1".
14-15	Blank	
16-17	Accident Year	Use last two digits of Accident Year reported.
18-22	Blank	
23-25	Coverage Code	See Statistical Plan for codes.
26-30	Blank	
31-33	Territory Code	The territory used to determine rate.
34	Rating Zone Code	Zone rated risks only.
35-36	Terminal Zone Code	Zone rated risks only.
37-41	ZIP Code	Principal place of garaging.
42-45	Blank	
46-51	Classification Code	Codes should be left justified with unused right most positions filled with zeros Safe Driver Incentive Program Code – New Hampshire only. Codes must be put in positions 50 and 51. Secondary Classification Code – Codes must be put in positions 50 and 51.
52-53	Eligibility Points Code	New Jersey only.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
54-55	Blank	
56	Age Group Code	Used with old Private Passenger rating system when Manufacturer's Model Year is not used for rating.
57-58	Manufacturer's Model Year	Those companies that have adopted this as a rating factor should use the last two digits of the Model Year reported.
59-60	Blank	
61	Commercial Indicator Code	For New Commercial Rating Plan classifications on Pages 327, 328, NJ-313, NJ-314, NY-315, and NY-316 of the Automobile Statistical Plan use code "9".
62-63	Exception Code	Connecticut, Florida, Hawaii, New Jersey, and Pennsylvania only.
64	Forgiveness Code	New Jersey only.
65	Claimant Level Indicator	For submissions containing Claim Numbers and Claimant Numbers use 'C' (otherwise leave blank).
66-67	Passive Restraint Code	Pennsylvania only.
68	Defensive Driver Credit Code	See Statistical Plan for codes.
69	Blank	
70	Anti-Theft Device Code	New Jersey, New York, and Pennsylvania only.
71	Daytime Running Lamps Discount Code	New York only.
72-74	Blank	
75-76	Policy Limits Code	Connecticut, New Jersey, and New York only.
77-78	Deductible Code	Hawaii, New Jersey, and New York only.
79	Blank	
80	Supplemental Spousal Liability Code	New York only.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
81	Blank	
82	Subline of Business Code	See Statistical Plan for codes.
83	Blank	
84	Type of Loss Code	See Statistical Plan for codes.
85	Liability/No-Fault Code	New York only. To differentiate Liability/No-Fault coverages from Physical Damage.
86-98	Blank	
99-101	Annual Statement Line of Business Code	See Statistical Plan for codes.
102-103	Blank	
104-111	Written Exposure	See Statistical Plan for definitions. †‡
112-119	Written Premium	Report direct business only. †‡
120-127	Paid Losses	See Statistical Plan for definitions. †‡
128-135	Paid Allocated Loss Adjustment Expenses	See Statistical Plan for definitions. †‡
136-143	Outstanding Losses Including Allocated Loss Adjustment Expenses	Includes any incurred but unreported losses. †‡
144-148	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). †
149-153	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). †
154-161	Reserved for NISS Use	
162-177	Claim Number	Each claim must have a separate number (leave blank if reporting excess losses separately).

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
178-180	Claimant Number	Each claimant in a multiple claimant accident must have a separate number (leave blank if reporting excess losses separately).

† Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

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

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 AUTOMOBILE EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience

Information should be shown on Summary Sheets or electronic media using the exact arrangement set forth below. If it is impossible to submit data in this way, an additional charge will be made for transcribing such data. In such event, it will be necessary that the company fully and accurately describe the information shown in each column.

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5-8	Blank	
9-10	Call Year	Use last two digits of Call Year reported.
11-12	State Code	Principal place of garaging.
13	Line Code	For Automobile use code "1".
14-15	Blank	
16-17	Accident Year	Use last two digits of Accident Year reported.
18-19	Blank	
20-21	Policy Year	Use last two digits of Policy Year reported.
22	Excess Loss Indicator Code	For Excess Loss use code "E".
23-25	Coverage Code	See Statistical Plan for codes.
26-30	Blank	
31-33	Territory Code	The territory used to determine rate.
34	Rating Zone Code	Zone rated risks only.
35-36	Terminal Zone Code	Zone rated risks only.
37-41	ZIP Code	Principal place of garaging.
42-45	Blank	
46-51	Classification Code	Codes should be left justified with unused right most positions filled with zeros Safe Driver Incentive Program Code – New Hampshire only. Codes must be put in positions 50 and 51. Secondary Classification Code – Codes must be put in positions 50 and 51.

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2017 AUTOMOBILE EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
52-53	Eligibility Points Code	New Jersey only.
54-60	Blank	
61	Commercial Indicator Code	For New Commercial Rating Plan classifications on Pages 327, 328, NJ-313, NJ-314, NY-315, and NY-316 of the Automobile Statistical Plan use code "9".
62-63	Exception Code	Connecticut, Florida, and New Jersey only.
64	Forgiveness Code	New Jersey only.
65-67	Blank	
68	Defensive Driver Credit Code	See Statistical Plan for codes.
69-70	Blank	
71	Daytime Running Lamps Discount Code	New York only.
72-74	Blank	
75-76	Policy Limits Code	Connecticut, New Jersey and New York only.
77-79	Blank	
80	Supplemental Spousal Liability Code	New York only.
81	Final Submission of Excess Indicator	For the Final Submission of Excess, use "F" (otherwise leave blank).
82	Subline of Business Code	See Statistical Plan for codes.
83	Paid/Outstanding Loss Indicator	For the Final Submission of Excess, use "P" for Paid Losses or "O" for Outstanding Losses (otherwise leave blank).
84	Type of Loss Code	See Statistical Plan for codes.
85	Liability/No-Fault Code	New York only. To differentiate Liability/No-Fault coverages from Physical Damage.
86-89	Lower Policy Limit/Single Limit	Indicates Lower Policy Limit or a Single Limit in thousands of dollars.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 AUTOMOBILE EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
90-93	Upper Policy Limit	Indicates Upper Policy Limit in thousands of dollars.
94-100	Blank	
101-116	Claim Number	Each claim must have a separate number.
117-119	Claimant Number	Each claimant in a multiple claimant accident must have a separate number.
120-127	Total Limits Incurred Losses	Incurred losses paid and reserved excluding Allocated Loss Adjustment Expenses. ††€
128-135	Incurred Expenses	Incurred Allocated Loss Adjustment Expenses. †‡
136-153	Blank	
154-161	Reserved for NISS Use	
162-170	Reserved for Company Use	
171-180	Blank	

† Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

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

€ If reporting the Final Submission of Excess, this field should contain either Paid Losses or Outstanding Losses, reported separately, and identified by an indicator in position 83.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 NORTH CAROLINA QUARTERLY AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS NC ONLY

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<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5	Blank	
6	Accounting Quarter	See Statistical Plan for codes.
7-8	Calendar Year	Use last two digits of Calendar Year reported.
9-10	Blank	
11-12	State Code	Principal place of garaging.
13	Line Code	For North Carolina Automobile use code "Q".
14	Blank	
15	Accident Month	See Statistical Plan for codes.
16-17	Accident Year	Use last two digits of Accident Year reported.
18-19	Blank	
20-21	Policy Year	Use last two digits of Policy Year reported.
22	Blank	
23-25	Coverage Code	See Statistical Plan for codes.
26-30	Blank	
31-33	Territory Code	The territory used to determine rate.
34	Rating Zone Code	Zone rated risks only.
35-36	Terminal Zone Code	Zone rated risks only.
37-41	ZIP Code	Principal place of garaging.
42-45	Blank	
46-51	Classification Code	Codes should be left justified with unused right most positions filled with zeros.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 NORTH CAROLINA QUARTERLY AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS NC ONLY

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
52-53	Safe Driver Insurance Plan Code	See Statistical Plan for codes.
54-55	Blank	
56	Age Group Code	See Statistical Plan for codes.
57-58	Manufacturer's Model Year	Those companies that have adopted this as a rating factor should use the last two digits of the Model Year reported.
59	Claimant Level Indicator	For submissions containing Claim Numbers and Claimant Numbers use 'C' (otherwise leave blank).
60	Term of Policy Code	See Statistical Plan for codes.
61	Commercial Indicator Code	For New Commercial Rating Plan classifications on Pages NC-303 and NC-304 of the Automobile Statistical Plan use code "9".
62-67	Blank	
68	Defensive Driver Credit Code	See Statistical Plan for codes.
69-72	Blank	
73-74	Symbol Code	See Statistical Plan for codes.
75	Blank	
76	Policy Limits Code	See Statistical Plan for codes.
77-81	Blank	
82	Subline of Business Code	See Statistical Plan for codes.
83	Blank	
84	Type of Loss Code	See Statistical Plan for codes.
85-98	Blank	
99-101	Annual Statement Line of Business Code	See Statistical Plan for codes.
102-103	Blank	
104-111	Written Exposure	See Statistical Plan for definitions. †‡

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 NORTH CAROLINA QUARTERLY AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS NC ONLY

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
112-119	Written Premium	Report direct business only. †‡
120-127	Paid Losses	See Statistical Plan for definitions. †‡
128-135	Paid Allocated Loss Adjustment Expenses	See Statistical Plan for definitions. †‡
136-143	Outstanding Losses	See Statistical Plan for definitions. †‡
144-148	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). †
149-153	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). †
154-161	Outstanding Allocated Loss Adjustment Expenses	See Statistical Plan for definitions. †‡
162-177	Claim Number	Each claim must have a separate number (leave blank if reporting excess losses separately).
178-180	Claimant Number	Each claimant in a multiple claimant accident must have a separate number (leave blank if reporting excess losses separately).

† Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

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

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 NORTH CAROLINA QUARTERLY AUTOMOBILE EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS NC ONLY

Instructions for Reporting Summarized Experience

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<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5	Blank	
6	Accounting Quarter	See Statistical Plan for codes.
7-8	Calendar Year	Use last two digits of Calendar Year reported.
9-10	Blank	
11-12	State Code	Principal place of garaging.
13	Line Code	For North Carolina Automobile use code "Q".
14	Blank	
15	Accident Month	See Statistical Plan for codes.
16-17	Accident Year	Use last two digits of Accident Year reported.
18-19	Blank	
20-21	Policy Year	Use last two digits of Policy Year reported.
22	Excess Loss Indicator Code	For Excess Loss use code "E".
23-25	Coverage Code	See Statistical Plan for codes.
26-30	Blank	
31-33	Territory Code	The territory used to determine rate.
34	Rating Zone Code	Zone rated risks only.
35-36	Terminal Zone Code	Zone rated risks only.
37-41	ZIP Code	Principal place of garaging.
42-45	Blank	
46-51	Classification Code	Codes should be left justified with unused right most positions filled with zeros.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 NORTH CAROLINA QUARTERLY AUTOMOBILE EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS NC ONLY

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
52-53	Safe Driver Insurance Plan Code	See Statistical Plan for codes.
54-60	Blank	
61	Commercial Indicator Codes	For New Commercial Rating Plan classifications on Pages NC-303 and NC-304 of the Automobile Statistical Plan use code "9".
62-67	Blank	
68	Defensive Driver Credit Code	See Statistical Plan for codes.
69-75	Blank	
76	Policy Limits Codes	See Statistical Plan for codes.
77-81	Blank	
82	Subline of Business Code	See Statistical Plan for codes.
83	Final Submission of Excess Indicator	For the Final Submission of Excess, use "F" (otherwise leave blank).
84	Type of Loss Codes	See Statistical Plan for codes.
85	Paid/Outstanding Loss Indicator	For the Final Submission of Excess, use "P" for Paid Losses or "O" for Outstanding Losses (otherwise leave blank).
86-89	Lower Policy Limit/Single Limit	Indicates Lower Policy Limit or a Single Limit in thousands of dollars.
90-93	Upper Policy Limit	Indicates Upper Policy Limit in thousands of dollars.
94-100	Blank	
101-116	Claim Number	Each Claim must have a separate number.
117-119	Claimant Number	Each claimant in a multiple claimant accident must have a separate number.
120-127	Total Limits Incurred Losses	Incurred losses paid and reserved excluding Allocated Loss Adjustment Expenses. †‡€
128-135	Incurred Expenses	Incurred Allocated Loss Adjustment Expenses. †‡

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 NORTH CAROLINA QUARTERLY AUTOMOBILE EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS NC ONLY

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
136-153	Blank	
154-161	Reserved for NISS Use	
162-170	Reserved for Company Use	
171-180	Blank	

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

€ If reporting the Final Submission of Excess, this field should contain either Paid Losses or Outstanding Losses, reported separately, and identified by an indicator in position 83.

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<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5-6	Accounting Quarter	See Statistical Plan for codes.
7-8	Accounting Year	Use last two digits of Accounting Year reported.
9-10	Blank	
11-12	State Code	Principal place of garaging.
13	Line Code	See Statistical Plan for codes.
14	Blank	
15	Accident Quarter	See Statistical Plan for codes.
16-17	Accident Year	Use last two digits of Accident Year reported.
18-22	Blank	
23-25	Coverage Code	See Statistical Plan for codes.
26-30	Blank	
31-33	Territory Code	The territory used to determine rate.
34	Rating Zone Code	Zone rated risks only.
35-36	Terminal Zone Code	Zone rated risks only.
37-41	ZIP Code	Principal place of garaging.
42-45	Blank	
46-51	Classification Code	See Statistical Plan for codes. Secondary Classification Code – New Jersey only. Codes must be reported in positions 50-51 only.
52-53	Penalty Point/Surcharge Code	See Statistical Plan for codes.
54-56	Blank	

NATIONAL INDEPENDENT STATISTICAL SERVICE

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Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
57-58	Manufacturer's Model Year	Use the last two digits of the Model Year reported.
59-61	Blank	
62-63	Exception Code	Connecticut, Louisiana, New Jersey, New York, and Pennsylvania only.
64	Forgiveness Code	New Jersey only.
65	Claimant Level Indicator	For submissions containing Claim Numbers and Claimant Numbers use 'C' (otherwise leave blank).
66-67	Passive Restraint Code	Connecticut, Nevada, New Jersey, New York, and Pennsylvania only.
68	Defensive Driver Credit Code	See Statistical Plan for codes.
69	Anti-Lock Device Code	Connecticut and New York only.
70	Anti-Theft Device Code	See Statistical Plan for codes.
71	Daytime Running Lamps Discount Code	Louisiana and New York only.
72	Blank	
73-74	Symbol Code	See Statistical Plan for codes.
75-76	Policy Limits Code	See Statistical Plan for codes.
77-78	Deductible Code	New Jersey and New York only.
79	Blank	
80	Supplemental Spousal Liability Code	New York only.
81	Blank	
82	Subline of Business Code	See Statistical Plan for codes.
83	Blank	
84	Type of Loss Code	See Statistical Plan for codes.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 QUARTERLY AUTOMOBILE INSURANCE PLAN CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
85	Liability/No-Fault Code	New York only. To differentiate Liability/No-Fault coverages from Physical Damage.
86-98	Blank	
99-101	Annual Statement Line of Business Code	See Statistical Plan for codes.
102-103	Blank	
104-111	Written Exposure	See Statistical Plan for definitions. †‡
112-119	Written Premium	Report direct business only. †‡
120-127	Paid Losses	See Statistical Plan for definitions. †‡ Subrogation – Received from other carriers – Connecticut and Hawaii personal injury protection losses only, including allocated claim expenses recovered. †‡
128-135	Paid Allocated Loss Adjustment Expenses	See Statistical Plan for definitions. †‡
136-143	Outstanding Losses	See Statistical Plan for definitions. †‡
144-148	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). †
149-153	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). †
154-161	Reserved for NISS Use	
162-177	Claim Number	Each claim must have a separate number (leave blank if reporting excess losses separately).
178-180	Claimant Number	Each claimant in a multiple claimant accident must have a separate number (leave blank if reporting excess losses separately).

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Instructions for Reporting Summarized Experience (Continued)

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<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5-6	Accounting Quarter	See Statistical Plan for codes.
7-8	Accounting Year	Use last two digits of Accounting Year reported.
9-10	Blank	
11-12	State Code	Principal place of garaging.
13	Line Code	See Statistical Plan for codes.
14	Blank	
15	Accident Quarter	See Statistical Plan for codes.
16-17	Accident Year	Use last two digits of Accident Year reported.
18-19	Blank	
20-21	Policy Year	Use last two digits of Policy Year reported.
22	Excess Loss Indicator Code	For Excess Loss use code "E".
23-25	Coverage Code	See Statistical Plan for codes.
26-30	Blank	
31-33	Territory Code	The territory used to determine rate.
34	Rating Zone Code	Zone rated risks only.
35-36	Terminal Zone Code	Zone rated risks only.
37-41	ZIP Code	Principal place of garaging.
42-45	Blank	
46-51	Classification Code	Codes should be left justified with unused right most positions filled with zeros. Secondary Classification – New Jersey only. Codes must be reported in positions 50-51 only.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 QUARTERLY AUTOMOBILE INSURANCE PLAN EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
52-53	Penalty Point/Surcharge Code	See Statistical Plan for codes.
54-61	Blank	
62-63	Exception Code	Connecticut, Louisiana, New Jersey, and New York only.
64	Forgiveness Code	New Jersey only.
65	Blank	
66-67	Passive Restraint Code	Nevada only.
68	Defensive Driver Credit Code	See Statistical Plan for codes.
69	Anti-Lock Device Code	Connecticut and New York only.
70	Blank	
71	Daytime Running Lamps Discount Code	Louisiana and New York only.
72-74	Blank	
75-76	Policy Limits Code	See Statistical Plan for codes.
77-79	Blank	
80	Supplemental Spousal Liability Code	New York only.
81	Final Submission of Excess Indicator	For the Final Submission of Excess, use “F” (otherwise leave blank).
82	Subline of Business Code	See Statistical Plan for codes.
83	Paid/Outstanding Loss Indicator	For the Final Submission of Excess, use “P” for Paid Losses or “O” for Outstanding Losses (otherwise leave blank).
84	Type of Loss Code	See Statistical Plan for codes.
85	Liability/No-Fault Code	New York only. To differentiate Liability/No-Fault coverages from Physical Damage.
86-89	Lower Policy Limit/Single Limit	Indicates Lower Policy Limit or a Single Limit in thousands of dollars.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 QUARTERLY AUTOMOBILE INSURANCE PLAN EXCESS LOSS CALL

REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
90-93	Upper Policy Limit	Indicates Upper Policy Limit in thousands of dollars.
94-100	Blank	
101-116	Claim Number	Each claim must have a separate number.
117-119	Claimant Number	Each claimant in a multiple claimant accident must have a separate number.
120-127	Total Limits Incurred Losses	Incurred losses paid and reserved excluding Allocated Loss Adjustment Expenses. ††€
128-135	Incurred Expenses	Incurred Allocated Loss Adjustment Expenses. †‡
136-153	Blank	
154-161	Reserved for NISS Use	
162-170	Reserved for Company Use	
171-180	Blank	

† Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

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

€ If reporting the Final Submission of Excess, this field should contain either Paid Losses or Outstanding Losses, reported separately, and identified by an indicator in position 83.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience

Information should be shown on Summary Sheets or electronic media using the exact arrangement set forth below. If it is impossible to submit in this way, an additional charge will be made for transcribing such data. In such event, it will be necessary that the company fully and accurately describe the information shown in each column.

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5-6	Blank	
7-8	Calendar Year	Use last two digits of Calendar Year reported.
9-10	Call Year	Use last two digits of Call Year reported.
11-12	State Code	State code for which experience is being reported.
13-15	Blank	
16-17	Accident Year	North Carolina Farmowners only. Use last two digits of Accident Year reported.
18-19	Experience Period Month	Washington Medical Professional Liability only. Report the two digit month in which the incident occurred.
20-21	Policy Year	General Liability and Medical Professional Liability only. Use last two digits of Policy Year reported.
22	Blank	
23-25	Subline of Business Code	See Statistical Plan for codes.
26	Blank	
27-29	Annual Statement Line of Business Code	See Statistical Plan for codes.
30	Blank	

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
31-33	Territory Code	The Territory Code used to determine rate. For Subline 360 (Employment Related Practices Liability) report the Territory Code representing the insured location. For Subline 965 (Crime and Fidelity) report the Territory Group Code. Territory Code is not required for Boiler and Machinery, Businessowners, Earthquake, Farmowners, Fidelity and Forgery, Glass, or Inland Marine.
34	Blank	
35-36	Report Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was reported to the insurer.
37-38	Report Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was reported to the insurer.
39-40	Closed Claim Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was closed (closed claim only).
41-42	Closed Claim Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was closed (closed claims only).
43-44	Type of Policy Code	See Statistical Plan for codes.
45	Blank	
46-51	Classification Code	See Statistical Plan for codes. Codes should be left justified with unused right most positions filled with zeros.
52	Blank	
53	Terrorism Coverage Code	Fire and Allied Lines, Inland Marine, General Liability, Boiler and Machinery, and Businessowners only.
54-55	Blank	

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
56-57	Coverage Code	Report two digit coverage codes for Boiler and Machinery, Businessowners, and General Liability. Report one digit coverage code for Fire and Allied Lines in position 57 and leave position 56 blank.
58	Claimant Level Indicator	For submissions containing Claim Numbers and Claimant Numbers use 'C' (otherwise leave blank).
59-61	Form/Policy Form Code	Report three digit Crime and Fidelity policy form code. Report two digit Burglary and Theft policy form code in positions 60-61 and leave position 59 blank. Report one digit Farmowners/Ranchowners form code in position 61 and leave positions 59-60 blank.
62-63	Incident Location Code	Washington Medical Professional Liability only.
64	Construction Code	Fire and Allied Lines and Businessowners only.
65-66	Protection Code	Fire and Allied Lines and Businessowners only.
67	Type of Policy Contract Code	General Liability and Medical Professional Liability only.
68-69	Claims Made Entry Year	General Liability and Medical Professional Liability only. Report the last two digits of the year of entry into a Claims Made Program. For occurrence coverage and coverage with no retroactive date, leave blank.
70-71	Deductible Code	Fire and Allied Lines only.
72-73	Blank	
74	Limits Identification Code	General Liability only.
75	Blank	
76-77	Type of Loss Code	Businessowners, Farmowners/Ranchowners, Fire and Allied Lines, General Liability, Inland Marine, and Washington Medical Professional Liability only.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
78-79	Type of Equipment Code	Boiler and Machinery only.
80	State Exception Code	Washington Medical Professional Liability only.
81-85	Liability/Policy Limits Code	Businessowners and Washington Medical Professional Liability only.
86-87	Blank	
88	Rating Identification Code	Businessowners only.
89	Blank	
90-92	Act or Omission Code	Washington Medical Professional Liability only.
93-94	Medical Outcome Code	Washington Medical Professional Liability only.
95	Deductible Indicator Code	Washington Medical Professional Liability only.
96-102	Deductible Size Code	Washington Medical Professional Liability only.
103	Blank	
104-111	Written Exposure	Boiler and Machinery, Businessowners, Farmowners/Ranchowners, General Liability, and Medical Professional Liability only. ††
112-119	Written Premium	Report direct business only. ††
120-127	Paid Losses	See Statistical Plan for definitions. ††
128-135	Paid Allocated Loss Adjustment Expenses	Businessowners, General Liability, and Medical Professional Liability only. ††
136-143	Outstanding Losses Including Outstanding Loss Adjustment Expenses	Includes Allocated Loss Adjustment Expense Reserves for Medical Professional Liability, General Liability, and Businessowners. Also includes any incurred but unreported losses for Medical Professional Liability and General Liability. ††
144-148	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). †

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

149-153	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). [†]
154-161	Reserved for NISS Use	
162-177	Claim Number	Each claim must have a separate number (leave blank if reporting excess losses separately).
178-180	Claimant Number	Each claimant in a multiple claimant accident must have a separate number (leave blank if reporting excess losses separately).

[†] Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

[‡] Report whole dollars only. Rounding, when required, is to be accomplished by adding an absolute \$0.50 to the absolute value of the field and then dropping the cents. I.e., a negative \$7.51 would round to a negative \$8.00 and a negative \$7.49 would round to a negative \$7.00.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting General Liability and Medical Professional Liability Excess Loss Experience

Information should be shown on Summary Sheets or electronic media using the exact arrangement set forth below. If it is impossible to submit in this way, an additional charge will be made for transcribing such data. In such event, it will be necessary that the company fully and accurately describe the information shown in each column.

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1	Blank	
2-4	Company Number	Assigned by NISS.
5-6	Blank	
7-8	Calendar Year	Use last two digits of Calendar Year reported.
9-10	Call Year	Use last two digits of Call Year reported.
11-12	State Code	State code for which experience is being reported.
13-17	Blank	
18-19	Experience Period Month	Washington Medical Professional Liability only. Report the two digit month in which the incident occurred.
20-21	Policy Year	Use last two digits of Policy Year reported.
22	Excess Loss Indicator Code	For Excess Loss use code "E".
23-25	Subline of Business Code	See Statistical Plan for codes.
26	Blank	
27-29	Annual Statement Line of Business Code	See Statistical Plan for codes.
30	Blank	
31-33	Territory Code	The Territory Code used to determine rate. For Subline 360 (Employment Related Practices Liability) report the territory code representing the insured location.
34	Blank	

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting General Liability and Medical Professional Liability Excess Loss Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
35-36	Report Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was reported to the insurer.
37-38	Report Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was reported to the insurer.
39-40	Closed Claim Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was closed (closed claim only).
41-42	Closed Claim Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was closed (closed claim only).
43-44	Type of Policy Code	See Statistical Plan for codes.
45	Blank	
46-51	Classification Code	See Statistical Plan for codes. Codes should be left justified with unused right most positions filled with zeros.
52	Blank	
53	Terrorism Coverage Code	General Liability only.
54-55	Blank	
56-57	Coverage Code	General Liability only.
58-61	Blank	
62-63	Incident Location Code	Washington Medical Professional Liability only.
64-66	Blank	
67	Type of Policy Contract Code	See Statistical Plan for codes.
68-69	Claims Made Entry Year	Report the last two digits of the year of entry into a Claims Made Program. For occurrence coverage and coverage with no retroactive date, leave blank.
70-73	Blank	

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting General Liability and Medical Professional Liability Excess Loss Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
74	Limits Identification Code	General Liability only.
75	Blank	
76-77	Type of Loss Code	General Liability and Washington Medical Professional Liability only.
78	Final Submission of Excess Indicator	For the Final Submission of Excess, use "F" (otherwise leave blank).
79	Paid/Outstanding Loss Indicator	For the Final Submission of Excess, use "P" for Paid Losses or "O" for Outstanding Losses (otherwise leave blank).
80	State Exception Code	Washington Medical Professional Liability only.
81-85	WA Policy Limits	Washington Medical Professional Liability only.
86-89	Policy Limits	Report Limit in thousands of dollars. If limit is \$10,000,000 or greater, report 9999.
90-92	Act or Omission Code	Washington Medical Professional Liability only.
93-94	Medical Outcome Code	Washington Medical Professional Liability only.
95	Deductible Indicator Code	Washington Medical Professional Liability only.
96-102	Deductible Size Code	Washington Medical Professional Liability only.
103	Blank	
104-119	Claim Number	Each claim must have a separate number.
120-127	Total Limits Incurred Losses	Incurred losses paid or reserved excluding Allocated Loss Adjustment Expenses. ††€
128-135	Incurred Expenses	Incurred Allocated Loss Adjustment Expenses. ††
136-138	Claimant Number	Each claimant in a multiple claimant accident must have a separate number.
139-153	Blank	
154-161	Reserved for NISS Use	
162-170	Reserved for Company Use	
171-180	Blank	

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 COMMERCIAL LINES STATISTICAL PLAN EXCESS LOSS CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting General Liability and Medical Professional Liability Excess Loss Experience (Continued)

- † Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.
- ‡ Report whole dollars only. Rounding, when required, is to be accomplished by adding an absolute \$0.50 to the absolute value of the field and then dropping the cents. I.e., a negative \$7.51 would round to a negative \$8.00 and a negative \$7.49 would round to a negative \$7.00.
- € **If reporting the Final Submission of Excess, this field should contain either Paid Losses or Outstanding Losses, reported separately, and identified by an indicator in position 79.**

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY CALL (INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY) REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience

Information should be shown on Summary Sheets or electronic media using the exact arrangement set forth below. If it is impossible to submit in this way, an additional charge will be made for transcribing such data. In such event, it will be necessary that the company fully and accurately describe the information shown in each column.

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1-3	Company Number	Assigned by NISS.
4	Blank	
5	Calendar Year	Use last digit of Calendar Year reported.
6	Call Year	Use last digit of Call Year reported.
7-8	State Code	State code for which experience is being reported.
9	Line Code	For General Liability use code "2".
10-11	Coverage Code	See Statistical Plan for codes.
12-14	Subline of Business Code	See Statistical Plan for codes.
15-16	Territory Code	Use last two digits of the Territory Code used to determine rate. For Subline 360 (Employment Related Practices Liability) report the Territory Code representing the insured location.
17	Type of Policy Contract Code	See Statistical Plan for codes.
18-22	Classification Code	See Statistical Plan for codes.
23	Blank	
24-31	Written Exposure	See Statistical Plan for definitions. †‡
32-39	Written Premium	Report direct business only. †‡
40-47	Paid Losses and Paid Allocated Loss Adjustment Expenses, Separately	Report amount of paid losses or paid allocated loss adjustment expenses <u>separately</u> . See position 72 for loss identification code. †‡
48-55	Outstanding Losses and Outstanding Loss Adjustment Expenses, Separately	Report amount of outstanding losses or outstanding loss adjustment expenses <u>separately</u> . See position 72 for loss identification code. Includes any incurred but unreported losses. †‡

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY CALL (INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY) REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
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). [†]
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). [†]
66-67	Type of Loss Code	See Statistical Plan for definitions.
68	Claimant Level Indicator	For submissions containing Claim Numbers and Claimant Numbers use 'C' (otherwise leave blank).
69	Terrorism Coverage Code	Commercial Risks only.
70-71	Policy Year	Use last two digits of Policy Year reported.
72	Loss Identification Code	For Paid or Outstanding Loss and Claim Counts use code "1". For Paid or Outstanding Allocated Loss Adjustment Expenses use code "2".
73-74	Claims Made Entry Year	Report the last two digits of the year of entry into a Claims Made Program. For occurrence coverage and coverage with no retroactive date, leave blank.
75	Territory Code	Use first digit of Territory Code reported.
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.
79	Blank	
80	State Exception Code	Washington Medical Professional Liability only.
81-85	Blank	
86-87	Report Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was reported to the insurer.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY CALL
(INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY)
REPORTING INSTRUCTIONS AND RECORD LAYOUTS
ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
88-89	Report Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was reported to the insurer.
90-91	Blank	
92-93	Closed Claim Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was closed (closed claims only).
94-95	Closed Claim Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was closed (closed claims only).
96-97	Blank	
98-99	Experience Period Month	Washington Medical Professional Liability only. Report the two digit month in which the incident occurred.
100-104	Blank	
105-106	Incident Location Code	Washington Medical Professional Liability only.
107-111	Blank	
112-116	Policy Limits Code	Washington Medical Professional Liability only.
117-119	Blank	
120	Deductible Indicator Code	Washington Medical Professional Liability only.
121-127	Deductible Size Code	Washington Medical Professional Liability only.
128-130	Blank	
131-133	Act or Omission Code	Washington Medical Professional Liability only.
134	Blank	
135-136	Medical Outcome Code	Washington Medical Professional Liability only.
137-161	Blank	
162-177	Claim Number	Each claim must have a separate number (leave blank if reporting excess losses separately).

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY CALL (INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY) REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

178-180	Claimant Number	Each claimant in a multiple claimant accident must have a separate number (leave blank if reporting excess losses separately).
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† Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

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

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY EXCESS LOSS CALL (INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY) REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience

Information should be shown on Summary Sheets or electronic media using the exact arrangement set forth below. If it is impossible to submit data in this way, an additional charge will be made for transcribing such data. In such event, it will be necessary that the company fully and accurately describe the information shown in each column.

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
1-3	Company Number	Assigned by NISS.
4	Blank	
5	Calendar Year	Use last digit of Calendar Year reported.
6	Call Year	Use last digit of Call Year reported.
7-8	State Code	State code for which experience is being reported.
9	Line Code	For General Liability use code "2".
10-11	Coverage Code	See Statistical Plan for codes.
12-14	Subline of Business Code	See Statistical Plan for codes.
15-16	Territory Code	Use last two digits of the Territory Code used to determine rate. For Subline 360 (Employment Related Practices Liability) report the Territory Code representing the insured location.
17	Type of Policy Contract Code	See Statistical Plan for codes.
18-22	Classification Code	See Statistical Plan for codes.
23	Excess Loss Indicator Code	For Excess Loss use code "E".
24-27	Policy Limits	Report Limit in thousands of dollars. If limit is \$10,000,000 or greater, report 9999.
28-43	Claim Number	Each claim must have a separate number.
44-46	Claimant Number	Each claimant in a multiple claimant accident must have a separate number.
47-54	Total Limits Incurred Losses	Incurred losses paid or reserved excluding Allocated Loss Adjustment Expenses. ††€
55-62	Incurred Expenses	Incurred Allocated Loss Adjustment Expenses. ††
63-65	Blank	
66-67	Type of Loss Code	See Statistical Plan for codes.

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY EXCESS LOSS CALL (INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY) REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
68	Blank	
69	Terrorism Coverage Code	Commercial Risks only.
70-71	Policy Year	Use last two digits of Policy Year reported.
72	Final Submission of Excess Indicator	For the Final Submission of Excess, use “F” (otherwise leave blank).
73-74	Claims Made Entry Year	Report the last two digits of the year of entry into a Claims Made Program. For occurrence coverage and coverage with no retroactive date, leave blank.
75	Territory Code	Use first digit of Territory Code reported.
76-78	Annual Statement Line of Business Code	See Statistical Plan for codes.
79	Paid/Outstanding Loss Indicator	For the Final Submission of Excess, use “P” for Paid Losses or “O” for Outstanding Losses (otherwise leave blank).
80	State Exception Code	Washington Medical Professional Liability only.
81-85	Blank	
86-87	Report Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was reported to the insurer.
88-89	Report Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was reported to the insurer.
90-91	Blank	
92-93	Closed Claim Year	Washington Medical Professional Liability only. Report the last two digits of the year in which the claim was closed (closed claims only).
94-95	Closed Claim Month	Washington Medical Professional Liability only. Report the two digit month in which the claim was closed (closed claims only).

NATIONAL INDEPENDENT STATISTICAL SERVICE

2017 GENERAL LIABILITY EXCESS LOSS CALL (INCLUDING MEDICAL MALPRACTICE AND PROFESSIONAL LIABILITY) REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT TX

Instructions for Reporting Summarized Experience (Continued)

<u>Column</u>	<u>Information</u>	<u>Explanation</u>
96-97	Blank	
98-99	Experience Period Month	Washington Medical Professional Liability only. Report the two digit month in which the incident occurred.
100-104	Blank	
105-106	Incident Location Code	Washington Medical Professional Liability only.
107-111	Blank	
112-116	Policy Limits Code	Washington Medical Professional Liability only.
117-119	Blank	
120	Deductible Indicator Code	Washington Medical Professional Liability only.
121-127	Deductible Size Code	Washington Medical Professional Liability only.
128-130	Blank	
131-133	Act or Omission Code	Washington Medical Professional Liability only.
134	Blank	
135-136	Medical Outcome Code	Washington Medical Professional Liability only.
137-180	Blank	

† Amounts must be right justified with leading zeros. This field is a signed numeric field with a signed numeric digit in the last position. For a detailed explanation of signed numeric digits, please refer to NISS Bulletin No. 03-2015.

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

€ If reporting the Final Submission of Excess, this field should contain either Paid Losses or Outstanding Losses, reported separately, and identified by an indicator in position 79.