



# B U L L E T I N

December 8, 2015

Bulletin No. 17-2015

To: NISS Member Companies

Re: Comma Delimited (.csv) Format Option

We are pleased to announce the addition of a new format option that companies may utilize when submitting data Calls to NISS.

Beginning with the 2016 NISS Calls, companies will have the option to report their data in the new Comma Delimited (.csv) format in addition to the current Fixed Record Length (.txt) format. We believe the addition of this (.csv) format will make reporting easier for companies implementing non-mainframe based systems.

All of the 2016 NISS Calls (where applicable) will be modified to reflect this new Comma Delimited (.csv) Format option. As an example, we are attaching the updated Reporting Instructions and Record Layouts from the 2016 Automobile Call, for your reference.

The data record layouts in the NISS Calls will remain unchanged, other than the addition of a Field Type (size) column to help clarify the formatting options.

Please let us know if you have any questions or need any additional information.

Very truly yours,

A handwritten signature in cursive script that reads "Theresa A. Szwast".

Theresa A. Szwast  
President & CEO

Attachment

# **NATIONAL INDEPENDENT STATISTICAL SERVICE**

## **2016 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX**

### **Instructions for Reporting Data Submissions**

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

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 NISS Bulletin No. 03-2016.

### **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 of 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 zeros 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 preceded 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.

# NATIONAL INDEPENDENT STATISTICAL SERVICE

## 2016 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & 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)
5-6	Blank		
7-8	Calendar Year	Use last two digits of Calendar Year reported.	Text (2)
9-10	Call Year	Use last two digits of Call Year reported.	Text (2)
11-12	State Code	Principal place of garaging.	Text (2)
13	Line Code	For Automobile use code "1".	Text (1)
14-15	Blank		
16-17	Accident Year	Use last two digits of Accident Year reported.	Text (2)
18-22	Blank		
23-25	Coverage Code	See Statistical Plan for codes.	Text (3)
26-30	Blank		
31-33	Territory Code	The territory used to determine rate.	Text (3)
34	Rating Zone Code	Zone rated risks only.	Text (1)
35-36	Terminal Zone Code	Zone rated risks only.	Text (2)
37-41	ZIP Code	Principal place of garaging.	Text (5)
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.	Text (6)

# NATIONAL INDEPENDENT STATISTICAL SERVICE

## 2016 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

### Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
52-53	Eligibility Points Code	New Jersey only.	Text (2)
54-55	Blank		
56	Age Group Code	Used with old Private Passenger rating system when Manufacturer's Model Year is not used for rating.	Text (1)
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.	Text (2)
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".	Text (1)
62-63	Exception Code	Connecticut, Florida, Hawaii, New Jersey, and Pennsylvania only.	Text (2)
64	Forgiveness Code	New Jersey only.	Text (1)
65	Blank		
66-67	Passive Restraint Code	Pennsylvania only.	Text (2)
68	Defensive Driver Credit Code	See Statistical Plan for codes.	Text (1)
69	Blank		
70	Anti-Theft Device Code	New Jersey, New York, and Pennsylvania only.	Text (1)
71	Daytime Running Lamps Discount Code	New York only.	Text (1)
72-74	Blank		

# NATIONAL INDEPENDENT STATISTICAL SERVICE

## 2016 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX

### Data Record Layout (Continued)

<u>Field</u>	<u>Field Name</u>	<u>Description</u>	<u>Field Type (Size)</u>
75-76	Policy Limits Code	Connecticut, New Jersey, and New York only.	Text (2)
77-78	Deductible Code	Hawaii, New Jersey, and New York only.	Text (2)
79	Blank		
80	Supplemental Spousal Liability Code	New York only.	Text (1)
81	Blank		
82	Subline of Business Code	See Statistical Plan for codes.	Text (1)
83	Blank		
84	Type of Loss Code	See Statistical Plan for codes.	Text (1)
85	Liability/No-Fault Code	New York only. To differentiate Liability/No-Fault coverages from Physical Damage.	Text (1)
86-98	Blank		
99-101	Annual Statement Line of Business Code	See Statistical Plan for codes.	Text (3)
102-103	Blank		
104-111	Written Exposure	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
112-119	Written Premium	Report direct business only.	Numeric: Fixed Length (8) CSV (variable)
120-127	Paid Losses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)

# **NATIONAL INDEPENDENT STATISTICAL SERVICE**

## **2016 AUTOMOBILE CALL REPORTING INSTRUCTIONS AND RECORD LAYOUTS ALL STATES EXCEPT MA, NC, & TX**

### **Data Record Layout (Continued)**

<b><u>Field</u></b>	<b><u>Field Name</u></b>	<b><u>Description</u></b>	<b><u>Field Type (Size)</u></b>
128-135	Paid Allocated Loss Adjustment Expenses	See Statistical Plan for definitions.	Numeric: Fixed Length (8) CSV (variable)
136-143	Outstanding Losses Including Allocated Loss Adjustment Expenses	Includes any incurred but unreported losses.	Numeric: Fixed Length (8) CSV (variable)
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).	Numeric: Fixed Length (5) CSV (variable)
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).	Numeric: Fixed Length (5) CSV (variable)
154-161	Reserved for NISS Use		
162-170	Reserved for Company Use		
171-180	Blank		