

ADDRESS STRUCTURE CODE	
Code	Description
1	Reported address follows structure
2	Reported address is free-form

ADDRESS TYPE CODE	
Code	Description
1	Mailing address of insured. One and only one mailing address code is required.
2	Location of operations address. This code is for other workplaces not shown in mailing address record, as many of these records as are needed may be reported.
3	Reserved for use in WCPOLS
4	Wrap-up project description.
5	Producer Address. This record must be reported to provide the address of the producer responsible for placing the application.
6	No specific address—Refers to work done at client sites in the state. If this Type of Address is submitted, the Address Structure Code (Position 53) and the Address (Positions 54–154) are not applicable.
7	Principal Location. This address, if different from the Mailing address, must be reported to provide the address of the principal location of the applicant.
8	Payroll Address. This address, if different from the Mailing address, must be reported to provide the payroll address of the applicant.
9	Client Address. When a leasing client name is reported on a Name Record, use this address to report the client address.

ADMIRALTY OR FELA - COVERAGE II - VOLUNTARY COMPENSATION CODE	
Code	Description
1	Not Applicable
2	USL&HW
3	MA

BILLING FREQUENCY CODE	
Code	Description
1	Annual
2	Semiannual
3	Quarterly
4	Monthly
5	Other
6	Balance due in 90 days

DEDUCTIBLE PER CLAIM CODE	
Code	Description
1	500
2	1,000
3	2,000
4	2,500
5	5,000

EMPLOYEE LEASING POLICY TYPE CODE	
Code	Description
1	Non-Employee Leasing Policy—Employers covered under this policy are not part of an Employee Leasing arrangement.
2	Reserved for Use in WCPOLS.
3	Employee Leasing Policy For Non-Leased Workers of Employee Leasing Company — The Employee Leasing Company is the first named insured and coverage is provided to the non-leased workers of the Employee Leasing Company only. The leased workers of the Employee Leasing Company are not covered under this policy.
4	Reserved for use in WCPOLS
5	Single Client Company—The Employee Leasing Company is the first named insured and coverage is provided to the leased workers of a single Client Company only.
6	Reserved for use in WCPOLS
7	Reserved for use in WCPOLS
8	Reserved for use in WCPOLS

EXPERIENCE MODIFICATION STATUS CODE	
Code	Description
1	Final modification factor for assignment period
2	Modification factor not final
3	No modification applicable

EXPERIENCE RATING CODE	
Code	Description
1	Interstate rated only
2	Inter and intrastate rated
3	Intrastate rated only
4	Reserved for Future Use
5	Not rated

EXPOSURE ACT/EXPOSURE COVERAGE CODE	
Code	Description
00	For Use with Statistical Codes
01	State Act or Federal Act Excluding USL&H
02	USL&H "F" or USL&H Coverage on Non-F-Classes
03	Reserved for use in WCPOLS
04	Reserved for use in WCPOLS
05	Reserved for use in WCPOLS
06	Excluding Medical
07	Reserved for use in WCPOLS
08	Reserved for Future Use
09	Reserved for use in WCPOLS
10	Voluntary Compensation Coverage
11	Reserved for use in WCPOLS

EXPOSURE PERIOD CODE	
Code	Description
1	Annual
2	Reserved for use in WCPOLS
3	Less than annual or split period
4	Reserved for use in WCPOLS

INSTALLMENT BASIS/OPTION CODE	
Code	Description
1	Annual-100%
2	Semi-Annual-75%
3	Quarterly-50%
4	Monthly-25%
5	Balance due in 90 days-50%

LEGAL NATURE OF INSURED CODE	
Code	Description
01	Individual
02	Partnership
03	Corporation
04	Association, Labor Union, Religious Organization
05	Limited Partnership
06	Joint Venture
07	Common Ownership
08	Multiple Status
09	Joint Employers
10	Limited Liability Company (LLC)
11	Trust or Estate
12	Executor or Trustee
13	Limited Liability Partnership
14	Governmental Entity
99	Other

NAME TYPE CODE	
Code	Description
1	Personal name type
2	Commercial name type
3	String name type

NO PREVIOUS INSURANCE CODE	
Code	Description
1	New Business
2	Previously Uninsured
3	Previously Self-Insured
4	Previously A Member In A Self-Insurance Group
5	Insufficient Number Of Employees
6	Other

PAYMENT TYPE CODE	
Code	Description
1	Certified Check
2	Bank Draft
3	Money Order
4	Agency Check
5	Cashier Check
6	Finance Check
7	Insureds Check
8	Electronic Funds Transfer

PROFESSIONAL EMPLOYER ORGANIZATION OR CLIENT COMPANY CODE	
Code	Description
P	Professional Employer Organization Company
C	Client Company Name

REMARK TYPE CODE	
Code	Description
001	Contains Remarks text when the Remarks Indicator (General Information Record – Record Type 07, Position 206) is "Y".
002	Contains entity name, balance and policy number(s) when the Unpaid Premium Due Indicator (General/Supplemental Information Record – Record Type 08, Position 107) is "Y".
003	Contains an explanation for Bureau consideration when the In Dispute Indicator (General/Supplemental Information Record – Record Type 08, Position 108) is "Y".
004	Contains the description of the business and operations when the Description of Business and Operations Indicator (General/Supplemental Information Record – Record Type 08, Position 125) is "Y".
005	Contains a detailed explanation when the Applicant Related to Entry Indicator (General/Supplemental Information Record – Record Type 08, Position 126) is "Y".
006	Contains full details of an offer of voluntary coverage when the Offers of Voluntary Coverage Indicator (General/Supplemental Information Record – Record Type 08, Position 128) is "Y".
007	Contains full details of an outstanding audit or inspection on a prior workers' compensation policy when the Outstanding Audit or Inspection on a Prior Workers' Compensation Policy Indicator (General/Supplemental Information Record - Record Type 08, Position 133) is "Y".
998	Contains DCO Statement/Instruction.
999	Contains free-form Text.

TYPE OF PLAN ID CODE	
Code	Description
1	Reserved for use in WCPOLS
2	Normal Assigned Risk Policy
3	Reserved for Future Use
4	Reserved for Future Use
5	Assigned Risk Policy written under MA Voluntary Direct Assigned Risk Program
6	Reserved for Future Use
7	Reserved for use in WCPOLS