

**WCIO WORKERS COMPENSATION
DATA SPECIFICATIONS MANUAL**

**WORKERS COMPENSATION
EXPERIENCE MODIFICATION, CLASSIFICATION CODE
ELECTRONIC SPECIFICATIONS (WCMODS)**

**WORKERS COMPENSATION EXPERIENCE MODIFICATION, CLASSIFICATION CODE
ELECTRONIC SPECIFICATIONS (WCMODS)**

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WCMODS CONTACT PAGE

WCMODS questions should be directed to the appropriate Data Collection Organization contact listed below:

Compensation Rating and Inspection Bureau of
New Jersey
Programming Analyst
60 Park Place
Newark, NJ 07102
Telephone: 973-622-6014, ext. 268
Fax: 973-622-1548

Delaware Compensation Rating Bureau
Jane Doyle, Systems and Programming
The Widener Building, 6th Floor
One South Penn Square
Philadelphia, PA 19107
Telephone: 215-568-2371, ext. 284

Insurance Services Office, Inc.
Wendy Mayotte, Director
6392 Grand Cypress Circle
Lake Worth, FL 33463
Telephone: 561-434-7749
Fax: 561-963-0439
E-mail: Wmayotte@ISO.com

Minnesota Workers Compensation Insurers
Association, Inc.
Pamela R. Flaten, Data Collection & Reporting
Manager
7701 France Avenue South, Suite 450
Minneapolis, MN 55435
Telephone: 952-897-6417
Fax: 952-897-6495
E-mail: pam.flaten@mwcia.org

National Council on Compensation Insurance, Inc.
Customer Service
901 Peninsula Corporate Circle
Boca Raton, FL 33487
Telephone: 800-NCCI 1-2-3 (800-622-4123)
E-mail: customer_service@ncci.com

New York Compensation Insurance Rating Board
Vice President, Data Processing or
Programming Manager
200 East 42nd Street
New York, NY 10017
Telephone: 212-697-3535, ext. 123 or 124

North Carolina Rate Bureau
Workers Compensation Manager
5401 Six Forks Road
Raleigh, NC 27609-4435
Telephone: 919-783-9790, ext. 1050
E-mail: jgh@ncrb.org

Pennsylvania Compensation Rating Bureau
Jane Doyle, Systems and Programming
The Widener Building, 6th Floor
One South Penn Square
Philadelphia, PA 19107
Telephone: 215-568-2371, Ext. 284

Wisconsin Compensation Rating Bureau
Unit Stat Specialist
P.O. Box 3080
Milwaukee, WI 53226
Telephone: 262-796-4570
E-mail: kay.higgins@wcrb.org

Workers Compensation Rating and Inspection
Bureau of Massachusetts
Assistant Vice President, Statistician or
Director of Information Services
101 Arch Street, 5th Floor
Boston, MA 02110
Telephone: 617-439-9030, ext. 567

GENERAL

These specifications are for the distribution of experience rating modifications to insurers by jurisdictions. Requests for this data should be directed to the appropriate jurisdiction.

Unless otherwise specified, the following standards will apply:

1. All alpha (A) and alphanumeric (AN) data fields are to be left-justified and right blank-filled.
2. All numeric (N) data fields are to be right-justified and left zero-filled, and unsigned.
3. All "RESERVED FOR FUTURE USE" fields are to be blank.
4. Fields indicated as "Not Applicable" will be zero-filled or blank by the jurisdiction whose abbreviations follow the phrase.
5. Data shall be written on 9-track, odd parity at 6,250 BPI density or, if requested by insurers, at 1,600 BPI.
6. Records will be blocked 50 (10,000 characters per block).
7. Tapes will contain internal IBM standard OS or DOS-generated labels.
8. All fields will be character; no signed or packed fields will be written.

WORKERS COMPENSATION REPORTING SPECIFICATIONS (WCMODS)

SECTION 2

I. HEADER RECORD

| Field No. | Field Title/Description | Class | Position | Bytes | | | | | | |
|-----------|---|-------|-------------|-------|--|---|--|-----|----|---|
| 1 | STATE CODE Code of state for which experience modification is promulgated. If the experience modification is an interstate modification, this field will be "99". | (N) | 1-2 | 2 | | | | | | |
| 2 | FILE TYPE CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Update records</td> </tr> <tr> <td>2</td> <td>Master</td> </tr> </tbody> </table> | Code | Description | 1 | Update records | 2 | Master | (N) | 3 | 1 |
| Code | Description | | | | | | | | | |
| 1 | Update records | | | | | | | | | |
| 2 | Master | | | | | | | | | |
| 3 | BUREAU RISK NUMBER/INTRASTATE RISK ID | (AN) | 4-12 | 9 | | | | | | |
| 4 | RESERVED FOR FUTURE USE | | 13-21 | 9 | | | | | | |
| 5 | RATE CARD NUMBER A number assigned by the DCO associated with an employer or location. NOT APPLICABLE: CA, DE, NJ, PA | (N) | 22-27 | 6 | | | | | | |
| 6 | EXPERIENCE MODIFICATION ISSUE DATE Formatted YYMMDD. NOTE: The data in the above fields will be unique to employer and common to all the records for an employer for a specific experience modification issue date. | (N) | 28-33 | 6 | | | | | | |
| 7 | RECORD SEQUENCE NUMBER Sequentially assigned number for records having common data in Positions 1 - 33. | (N) | 34-37 | 4 | | | | | | |
| 8 | RECORD TYPE CODE Report "01". | (N) | 38-39 | 2 | | | | | | |
| 9 | CURRENT POLICY CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Insurer receiving tape does not have policy in effect on experience modification issue date.</td> </tr> <tr> <td>1</td> <td>Insurer receiving tape has policy in effect on experience modification issue date.</td> </tr> </tbody> </table> NOT APPLICABLE: NJ | Code | Description | 0 | Insurer receiving tape does not have policy in effect on experience modification issue date. | 1 | Insurer receiving tape has policy in effect on experience modification issue date. | (N) | 40 | 1 |
| Code | Description | | | | | | | | | |
| 0 | Insurer receiving tape does not have policy in effect on experience modification issue date. | | | | | | | | | |
| 1 | Insurer receiving tape has policy in effect on experience modification issue date. | | | | | | | | | |
| 10 | CARRIER CODE 5-digit NCCI code. NOT APPLICABLE: NJ | (N) | 41-45 | 5 | | | | | | |
| 11 | CARRIER GROUP CODE 5-digit NCCI code. NOT APPLICABLE: CA, DE, NJ, NY, PA | (N) | 46-50 | 5 | | | | | | |
| 12 | POLICY NUMBER IDENTIFIER No embedded blanks or punctuation marks. NOT APPLICABLE: NJ | (AN) | 51-68 | 18 | | | | | | |
| 13 | CERTIFICATE NUMBER IDENTIFIER (CA ONLY) No embedded blanks or punctuation marks. | (AN) | 69-75 | 7 | | | | | | |

I. HEADER RECORD (CONT'D)

| Field No. | Field Title/Description | Class | Position | Bytes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|-------|-------------|-------|-------------|----|-------------|----|--------------------------|----|--|-----|---------------------|----|---------------|----|------------------|----|-----------------|----|-----------------|----|---------------------------------|----|-----------------|----|---------------------|----|-------------------------------|----|---------------------|----|-------|-----|-------|---|
| 14 | POLICY INCEPTION EFFECTIVE DATE Formatted YYMMDD. NOT APPLICABLE: NJ | (N) | 76–81 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | POLICY EXPIRATION OR CANCEL <u>L</u> ATION DATE Formatted YYMMDD. NOT APPLICABLE: DE, NJ, PA | (N) | 82–87 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | LEGAL NATURE OF INSURED CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>01</td><td>Individual</td></tr> <tr><td>02</td><td>Partnership</td></tr> <tr><td>03</td><td>Corporation</td></tr> <tr><td>04</td><td>Association, Labor Union, Religious Organization</td></tr> <tr><td>05</td><td>Limited Partnership</td></tr> <tr><td>06</td><td>Joint Venture</td></tr> <tr><td>07</td><td>Common Ownership</td></tr> <tr><td>08</td><td>Multiple Status</td></tr> <tr><td>09</td><td>Joint Employers</td></tr> <tr><td>10</td><td>Limited Liability Company (LLC)</td></tr> <tr><td>11</td><td>Trust or Estate</td></tr> <tr><td>12</td><td>Executor or Trustee</td></tr> <tr><td>13</td><td>Limited Liability Partnership</td></tr> <tr><td>14</td><td>Governmental Entity</td></tr> <tr><td>99</td><td>Other</td></tr> </tbody> </table> NOT APPLICABLE: DE, NJ, NY, PA | 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 | (N) | 88–89 | 2 |
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | EXPERIENCE MODIFICATION CODE <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>1</td><td>Preliminary</td></tr> <tr><td>2</td><td>Final</td></tr> <tr><td>3</td><td>Independent Carrier Plan</td></tr> <tr><td>4</td><td>Contingent</td></tr> </tbody> </table> NOT APPLICABLE: CA, DE, PA; NJ (1, 2, 3) | Code | Description | 1 | Preliminary | 2 | Final | 3 | Independent Carrier Plan | 4 | Contingent | (N) | 90 | 1 | | | | | | | | | | | | | | | | | | | | | | |
| Code | Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Preliminary | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Final | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Independent Carrier Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Contingent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | RESERVED FOR FUTURE USE | | 91–200 | 110 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

II. EXPERIENCE MODIFICATION RECORD

| Field No. | Field Title/Description | Class | Position | Bytes | | | | | | | | | | | | |
|--|--|-------|-------------|-------|----------------------------|----|--|----|---------------------------|----|----------------------|----|------------------|--|--|--|
| 1 THROUGH 7 | These fields are same as Header Record. | | 1-37 | 37 | | | | | | | | | | | | |
| 8 RECORD TYPE CODE | Report "02". | (N) | 38-39 | 2 | | | | | | | | | | | | |
| 9 EXPERIENCE MODIFICATION FACTOR | Assumed decimal point between Positions 40 and 41. | (N) | 40-43 | 4 | | | | | | | | | | | | |
| 10 EXPERIENCE MODIFICATION EFFECTIVE DATE | Formatted YYMMDD. | (N) | 44-49 | 6 | | | | | | | | | | | | |
| 11 REVISION CODE | | (N) | 50 | 1 | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Not a revised modification</td> </tr> <tr> <td>2</td> <td>Revision of previously issued modification</td> </tr> </tbody> </table> | Code | Description | 1 | Not a revised modification | 2 | Revision of previously issued modification | | | | | | | | | |
| Code | Description | | | | | | | | | | | | | | | |
| 1 | Not a revised modification | | | | | | | | | | | | | | | |
| 2 | Revision of previously issued modification | | | | | | | | | | | | | | | |
| | NOT APPLICABLE: DE, PA | | | | | | | | | | | | | | | |
| 12 EXPERIENCE RATING STATUS CODE | Status at time of experience modification issue date, Positions 28 - 33. | (N) | 51-52 | 2 | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Insufficient premium</td> </tr> <tr> <td>02</td> <td>No current coverage</td> </tr> <tr> <td>03</td> <td>Material ownership change</td> </tr> <tr> <td>04</td> <td>Not experience rated</td> </tr> <tr> <td>05</td> <td>Experience rated</td> </tr> </tbody> </table> | Code | Description | 01 | Insufficient premium | 02 | No current coverage | 03 | Material ownership change | 04 | Not experience rated | 05 | Experience rated | | | |
| Code | Description | | | | | | | | | | | | | | | |
| 01 | Insufficient premium | | | | | | | | | | | | | | | |
| 02 | No current coverage | | | | | | | | | | | | | | | |
| 03 | Material ownership change | | | | | | | | | | | | | | | |
| 04 | Not experience rated | | | | | | | | | | | | | | | |
| 05 | Experience rated | | | | | | | | | | | | | | | |
| | NOT APPLICABLE: 02 and 03 in DE, PA; 04 in NJ | | | | | | | | | | | | | | | |
| 13 RESERVED FOR FUTURE USE | | | 53-200 | 148 | | | | | | | | | | | | |

III. CLASSIFICATION RECORD

| Field No. | Field Title/Description | Class | Position | Bytes |
|---|---|-------|----------|-------|
| 1 THROUGH 6 | These fields are same as Header Record. | | 1-33 | 33 |
| 7 RECORD SEQUENCE NUMBER | | (N) | 34-37 | 4 |
| 8 RECORD TYPE CODE | Report "03". | (N) | 38-39 | 2 |
| 9 CONTINUATION CODE | | (N) | 40 | 1 |
| | Code Description | | | |
| | 0 Not a continuation record | | | |
| | 1 Record is continuation of the record that bears the next lower record sequence number | | | |
| 10 CLASSIFICATION CODE | | (N) | 41-44 | 4 |
| 11 CLASSIFICATION WORDING SUFFIX | The suffix that will provide a cross-reference to the Manual Classification wording. 00 = Primary Wording—NJ, NY | (AN) | 45-46 | 2 |
| | NOT APPLICABLE: DE, PA | | | |
| 12 CLASSIFICATION EFFECTIVE DATE | Formatted YYMMDD. | (N) | 47-52 | 6 |
| | NOT APPLICABLE: CA, DE, NJ, NY, PA | | | |
| 13 CLASSIFICATION WITHDRAWN DATE | Formatted YYMMDD. | (N) | 53-58 | 6 |
| | NOT APPLICABLE: CA, DE, NJ, NY, PA | | | |
| 14 CLASSIFICATION RATE | The manual rate or authorized rate associated with the classification. Assumed decimal point between Positions 64 and 65. | (N) | 59-68 | 10 |
| 15 CLASSIFICATION WORDING | | (AN) | 69-128 | 60 |
| 16 RESERVED FOR FUTURE USE | | | 129-147 | 19 |
| 17 USL&HW CODE | | (N) | 148 | 1 |
| | Code Description | | | |
| | 1 USL&HW exposure | | | |
| | 2 None | | | |
| 18 PHYSICALLY SURVEYED BY BUREAU CODE | | (N) | 149 | 1 |
| | Code Description | | | |
| | 1 Yes | | | |
| | 2 No | | | |
| | NOT APPLICABLE: DE, NJ, NY, PA | | | |
| 19 CLASSIFICATION/LOCATION LINK IDENTIFIER | 2-digit identifier assigned to location of Address Record Type 05 at which operations of classification on this record are performed. | (N) | 150-151 | 2 |
| | NOT APPLICABLE: CA, NJ, NY | | | |

III. CLASSIFICATION RECORD (CONT'D)

| Field No. | Field Title/Description | Class | Position | Bytes |
|-----------|---|-------|----------|-------|
| 20 | (Same as positions 150-151.) | (N) | 152-153 | 2 |
| 21 | (Same as positions 150-151.) | (N) | 154-155 | 2 |
| 22 | (Same as positions 150-151.) | (N) | 156-157 | 2 |
| 23 | (Same as positions 150-151.) | (N) | 158-159 | 2 |
| 24 | (Same as positions 150-151.) | (N) | 160-161 | 2 |
| 25 | (Same as positions 150-151.) | (N) | 162-163 | 2 |
| 26 | (Same as positions 150-151.) | (N) | 164-165 | 2 |
| 27 | NAME ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK) The entity in the name record(s) that has the same entity identifier as this field and conducts the operations covered by the classification code shown in this record. | (N) | 166-168 | 3 |
| | NOT APPLICABLE: CA, NJ, NY | | | |
| 28 | (Same as positions 166-168.) | (N) | 169-171 | 3 |
| 29 | (Same as positions 166-168.) | (N) | 172-174 | 3 |
| 30 | (Same as positions 166-168.) | (N) | 175-177 | 3 |
| 31 | (Same as positions 166-168.) | (N) | 178-180 | 3 |
| 32 | (Same as positions 166-168.) | (N) | 181-183 | 3 |
| 33 | (Same as positions 166-168.) | (N) | 184-186 | 3 |
| 34 | (Same as positions 166-168.) | (N) | 187-189 | 3 |
| 35 | RESERVED FOR FUTURE USE | | 190-200 | 11 |

IV. NAME RECORD

| Field No. | Field Title/Description | Class | Position | Bytes |
|--|--|-------|----------|-------|
| 1 THROUGH 6 | These fields are same as Header Record. | | 1-33 | 33 |
| 7 RECORD SEQUENCE NUMBER | | (N) | 34-37 | 4 |
| 8 RECORD TYPE CODE | Report "04". | (N) | 38-39 | 2 |
| 9 CONTINUATION CODE | | (N) | 40 | 1 |
| | Code Description | | | |
| | 0 Not a continuation record | | | |
| | 1 Record is continuation of the record that bears the next lower record sequence number | | | |
| 10 TYPE OF NAME CODE | | (N) | 41 | 1 |
| | Code Description | | | |
| | 1 Personal | | | |
| | 2 Commercial | | | |
| | 3 Entity String | | | |
| | NOT APPLICABLE: NY | | | |
| 11 ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK) | Links components of insured's name together, such as partners to a trade name. Also may be used to link name to classification code. | (N) | 42-44 | 3 |
| | NOT APPLICABLE: CA, NJ, NY | | | |
| 12 LEGAL NATURE OF ENTITY CODE (CA ONLY) | | (N) | 45-46 | 2 |
| | Code Description | | | |
| | 01 Individual | | | |
| | 02 Partner | | | |
| | 03 Corporation | | | |
| | 04 Association, Labor Union, Religious Organization | | | |
| | 05 Limited Partner | | | |
| | 06 Joint Venture | | | |
| | 07 (Not Applicable) | | | |
| | 08 (Not Applicable) | | | |
| | 09 (Not Applicable) | | | |
| | 10 Trust or Estate | | | |
| | 11 Executor or Trustee | | | |
| | 12 Trade Name (T/A, D/B/A, etc.) | | | |
| | 13 Limited Liability Company (LLC) | | | |
| | 14 Governmental Entity | | | |
| | 99 Other | | | |
| | OPTIONAL: NCCI | | | |
| 13 PRIMARY NAME CODE | | (N) | 47 | 1 |
| | Code Description | | | |
| | 0 Not primary name | | | |
| | 1 Primary name | | | |
| | NOT APPLICABLE: CA, NJ, NY | | | |

IV. NAME RECORD (CONT'D)

| Field No. | Field Title/Description | Class | Position | Bytes |
|-----------|---|-------|----------|-------|
| 14 | CLASSIFICATION/NAME LINK NAME ENTITY IDENTIFIER (CLASSIFICATION/NAME LINK) See field description in Classification Record (Record Type Code 03, positions 166 – 168). NOT APPLICABLE: CA, NJ, NY | (N) | 48–50 | 3 |
| 15 | NAME Type of Name 1, a personal name, is presented as surname, comma, first or given name or initials, comma, middle name(s) or initial(s). | (AN) | 51–140 | 90 |
| 16 | RESERVED FOR FUTURE USE | | 141–200 | 60 |

V. ADDRESS RECORD

| Field No. | Field Title/Description | Class | Position | Bytes |
|--------------------|---|-------|----------|-------|
| 1 THROUGH 6 | These fields are same as Header Record. | | 1-33 | 33 |
| 7 | RECORD SEQUENCE NUMBER | (N) | 34-37 | 4 |
| 8 | RECORD TYPE CODE Report "05". | (N) | 38-39 | 2 |
| 9 | CONTINUATION CODE | (N) | 40 | 1 |
| | Code Description | | | |
| | 0 Not a continuation record | | | |
| | 1 Record is continuation of the record that bears the next lower record sequence number | | | |
| 10 | ADDRESS TYPE CODE | (N) | 41 | 1 |
| | Code Description | | | |
| | 1 Mailing address of insured | | | |
| | 2 Location of operation's address | | | |
| 11 | ADDRESS STRUCTURE CODE | (N) | 42 | 1 |
| | Code Description | | | |
| | 1 Address is formatted as set forth below for structured address | | | |
| | 2 Address is nonstructured | | | |
| 12 | ADDRESS | | | |
| | 1. Structured address is formatted as: | (AN) | 43-143 | 101 |
| | a. Street number and name or post office box number. | | 43-102 | 60 |
| | b. City name | | 103-132 | 30 |
| | c. U.S. post office state abbreviation | | 133-134 | 2 |
| | d. U.S. post office zip code | | 135-143 | 9 |
| | 2. Nonstructured has no fixed format, may extend through positions 43-143. | | | |
| 13 | CLASSIFICATION/LOCATION LINK IDENTIFIER Provided to link location of operation's address to classification code reported on Record Type "03". NOT APPLICABLE: CA, NJ, NY | (N) | 144-145 | 2 |
| 14 | RESERVED FOR FUTURE USE | | 146-200 | 55 |