

**WCIO WORKERS COMPENSATION
DATA SPECIFICATIONS MANUAL**

**WORKERS COMPENSATION NOTICE OF ASSIGNMENT
REPORTING SPECIFICATIONS (WCNOA)**

**WORKERS COMPENSATION NOTICE OF ASSIGNMENT
REPORTING SPECIFICATIONS (WCNOA)**

CONTENTS

INDEX

WCNOA CONTACT PAGE

SECTION I. RECORD TYPE DESCRIPTIONS

SECTION II. LINK DATA COMMON TO ALL RECORDS

SECTION III. RECORD LAYOUT: ASSIGNMENT

- I. Header Record
- II. Name Record
- III. Address Record
- IV. State Premium Record
- V. Exposure Record
- VI. Reserved for Future Use
- VII. General Information Record
- VIII. General/Supplemental Information Record
- IX. Supplemental/Election Information Record
- X. Insurance Record
- XI. Prior Policy Insurance Record
- XII. Premium Calculation Record
- XIII. Applicants Statement Record
- XIV. Agent Identification Record
- XV. Agent Section Record
- XVI. Remarks Record
- XVII. Attachments Identification Record

SECTION IV. DCO DIFFERENCES IN SPECIFICATIONS

TOPIC/ FIELD NAME	SECTION	SUBJECT HEADING	POSITION
A			
Address- City	3	Address Record	114-143
Address- State	3	Address Record	144-145
Address- Street	3	Address Record	54-113
Address- Zip Code	3	Address Record	146-154
Address Record	3	Address Record	
Address Structure Code	3	Address Record	53
Admiralty-Coverage II Voluntary Compensation Code	3	General/Supplemental Information Record	59
Admiralty or FELA – Increased Limits of Liability 25000/25000	3	General/Supplemental Information Record	60
Agency FEIN	3	Agent Section Record	101-109
Agent's E-Mail Address	3	Agent Section Record	71-100
Agent's Fax Number	3	Agent Section Record	61-70
Agent Identification Record	3	Agent Identification Record	
Agent Section Record	3	Agent Section Record	
Agent's Service Fee Indicator	3	Agent Section Record	119
Agent's Signature Date	3	Agent Section Record	120-127
Agent's Social Security Number	3	Agent Section Record	110-118
Agent's Telephone Number	3	Agent Section Record	51-60
Aircraft/Watercraft Indicator	3	General/Supplemental Information Record	109
Anniversary Rating Date	3	State Premium Record	115-122
Applicant Corp Officer, Sole Prop, Partner or Member of a LLC	3	Supplemental/Elections Information Record	
Duties	3	Supplemental/Elections Information Record	141-170
Name	3	Supplemental/Elections Information Record	51-110
Percentage of Ownership	3	Supplemental/Elections Information Record	171-175
Salary	3	Supplemental/Elections Information Record	185-196
Social Security Number	3	Supplemental/Elections Information Record	176-184
Title	3	Supplemental/Elections Information Record	111-140
Date of Birth	3	Supplemental/Elections Information Record	205-212
Applicant Declaration Statement	3	Applicants Statement Record	
a) Full Name of Underwriter	3	Applicants Statement Record	112-171
b) Name of Insurance Co	3	Applicants Statement Record	52-111
c) Solicitation Date	3	Applicants Statement Record	172-179
d) Telephone Number of Representative Declining	3	Applicants Statement Record	180-189
Applicant Federal Employer Id Number (FEIN)	3	Name Record	145-153
Applicant E-Mail Address	3	General Information Record	96-125
Applicant Fax Number	3	General Information Record	86-95
Applicant Number of Years in Business	3	General Information Record	196-203
Applicant Related to Entity	3	General/Supplemental Information Record	126
Applicant Social Security Number	3	Name Record	154-162
Applicant Statement Employer Signature Indicator	3	Applicants Statement Record	190
Applicant Statement Employer Signature Date	3	Applicants Statement Record	311-318
Applicant Telephone Number	3	General Information Record	76-85
Applicants Statement Record	3	Applicants Statement Record	
Application ID Number	3	General Information Record	304-310
Application Received Date	3	General Information Record	68-75
Assigned Risk Adjustment (ARAP) Factor	3	State Premium Record	123-125
Assignment Deposit Premium	3	Header Record	94-103
Assignment Effective Date	2		
Assignment Expiration Date	3	Header Record	61-68
Assignment Issue Date	2		
Athletic Teams Sponsored	3	General/Supplemental Information Record F	117
Attachment Identification Record	3	Attachments Identification Record	
B			
Bankruptcy Filing Attached	3	Attachment Identification Record	61

TOPIC/ FIELD NAME	SECTION	SUBJECT HEADING	POSITION
Bankruptcy Indicator	3	General/Supplemental Information Record	100
Barges, Vessels, Docks, Bridges Over Water Indicator	3	General/Supplemental Information Record	110
Billing Frequency Code	3	Header Record	105
Business Purchased Indicator	3	Insurance Record	126
C			
Carrier Code	2		
Certificates of Insurance Indicator	3	General/Supplemental Information Record	129
City	3	Address Record	114-143
Classification Code	3	Exposure Record Supplemental Elections Information Record	51-54 198-201
Client Supplemental Employee Leasing Application Attached Indicator	3	Attachment Identification Record	53
Combinable ID Number	3	General Information Record	59-67
Contact Person	3	General Information Record	126-185
Contact Person Telephone Number	3	General Information Record	76-85
Continuation Sequence Number	3	Name Record	163-165
Copy of Approved DIA Form 153, Affidavit of Exception for Certain Corporate Officers Attached	3	Attachment Identification Record	65
Copy of Letter From Sole Prop or Partners Electing Coverage Attached Indicator	3	Attachment Identification Record	66
Copy of Form 941S or DET Form 1S Attached Indicator	3	Attachment Identification Record	67
Copy of MA Temporary Employment Affidavit Indicator	3	Attachment Identification Record	68
Copy of Nonrenewal or Cancellation Attached Indicator	3	Attachment Identification Record	64
Country Code	3	Address Record	201-202
Coverage Desired or Requested Effective Date	3	General Information Record	51-58
D			
DIA Assessment Charge	3	Premium Calculation Record	100-109
DIA Assessment Rate	3	Premium Calculation Record	96-99
Deductible Per Claim Code	3	Premium Calculation Record	149
Deposit Check/Electronic Funds Transfer Amount	3	General Information Record	208-219
	3	General Information Record	240-251
	3	General Information Record	272-283
Deposit Check/Electronic Fund Transfer Date	3	General Information Record	220-227
	3	General Information Record	252-259
	3	General Information Record	284-291
Deposit Check/Electronic Fund Transfer Number	3	General Information Record	228-239
	3	General Information Record	260-271
	3	General Information Record	292-303
Deposit Premium Percentage	3	Premium Calculation Record	130-134
	3	General/Supplemental Information Record	125
Description of Business/Operations			
E			
Elect or Reject Coverage Indicator	3	Supplemental/Elections Information Record	202
	3	General/Supplemental Information Record	114
Employ Drivers Indicator	3	General/Supplemental Information Record	121
Employee Health Plans Provided			
Employee Leasing Policy Type Code	3	Header Record	71
	3	General/Supplemental Information Record	123
Employees Work at Home			
Employer Liability Limit Amount- Bodily Injury By Accident-Each Accident Amount	3	Header Record	107-116
Employer Liability Limit Amount - Bodily Injury By Disease— Policy Limit Amount	3	Header Record	117-126
Employer Liability Limit Amount - Bodily Injury By Disease— Each Employee Amount	3	Header Record	127-136
ERM -14 Ownership Attached	3	Attachments Identification Record	63
Estimated Exposure Amount	3	Exposure Record	75-86
Estimated Premium Amount	3	Exposure Record	87-96
Estimated State Standard Premium	3	State Premium Record	75-84

TOPIC/ FIELD NAME	SECTION	SUBJECT HEADING	POSITION
Expense Constant Amount	3	State Premium Record	85-94
Experience Mod Rating/Merit Rating Adjustment Worksheet Attached Indicator	3	Attachments Identification Record	58
Experience Modification Factor	3	State Premium Record	66-69
Experience Modification Status	3	State Premium Record	70
Experience Rating Code	3	Header Record	51
Exposure Act/Exposure Coverage	3	Exposure Record	55-56
Exposure Period Code	3	Exposure Record	97
Exposure Period Effective Date	3	Exposure Record	67-74
Exposure Record	3	Exposure Record	55-56
Exposure Record Link Identifier	3	Address Record	160-164
<u>E</u>			
Foreign Address Indicator	3	Address Record	52
Formal Safety Program Indicator	3	General/Supplemental Information Record	113
<u>G</u>			
General Information Record	3	General Information Record	
General/Supplemental Information Record	3	General/Supplemental Information Record	
Geographic Area	3	Address Record	175-200
<u>H</u>			
Header Record	3	Header Record	
<u>I</u>			
Increased Limits Premium	3	Premium Calculation Record	63-72
Independent Risk ID/File/Account Number	3	State Premium Record	51-65
Installment Basis/Option Code	3	Premium Calculation Record	135
Insurance Record	3	Insurance Record	
Interstate Risk ID Number	3	Header Record	52-60
<u>L</u>			
Labor Contractor Supplemental Employee Leasing Application Attached	3	Attachments Identification Record	52
Labor Interchange Indicator	3	General/Supplemental Record	122
Lease Employees From Other Co	3	General/Supplemental Record	102
Lease Employees to Other Co	3	General/Supplemental Record	101
Lease Workers From A Labor Contractor	3	General/Supplemental Record	103
Lease Workers to Client Co	3	General/Supplemental Record	104
Legal Nature of Insured Code	3	Header Record	72-73
Letter ID	3	General Information Record	316-322
License Number	3	Agent Section Record	129-138
Link Data	2	Link Data	
Loss Constant Amount	3	State Premium Record	95-104
<u>M</u>			
Manual/Charged Rate	3	Exposure Record	57-66
Manual Premium Total	3	Premium Calculation Record	53-62
Merit Rating Factor	3	State Premium Record	66-69
<u>N</u>			
Name of Agency	3	Agent Identification Record	81-110
Name of Agent	3	Agent Identification Record	51-80
Name of Insured	3	Name Record	55-144
Name of Prior Policy Insurance Company	3	Prior Policy Insurance Record	247-286
	3	Prior Policy Insurance Record	287-326
	3	Prior Policy Insurance Record	327-350
Name Link Identifier	3	Name Record	52-54
	3	Address Record	155-157
	3	Exposure Record	98-107
Name or Ownership Change	3	Insurance Record	55
a) Date of Change	3	Insurance Record	116-123
b) Previous Name	3	Insurance Record	56-115
Name Record	3	Name Record	
No Previous Coverage in This State	3	Insurance Record	51
No Previous Insurance Code	3	Insurance Record	52
Notice of Assignment Indicator	2		

TOPIC/ FIELD NAME	SECTION	SUBJECT HEADING	POSITION
<u>O</u>			
Other States Coverage Indicator	3	General/Supplemental Record	130
Outstanding Balance Dispute/Premium Agreement Correspondence	3	Attachments Identification Record	62
Ownership Interest in Any Other Business Indicator	3	Insurance Record	127
<u>P</u>			
Payment Type Code	3	General Information Record	207
Payroll Amounts Lower Indicator	3	Premium Calculation Record	136
Policy Estimated Standard Premium Total	3	Header Record	84-93
Policy Minimum Premium Amount	3	Header Record	74-83
Postal or Zip Code	3	Address Record	146-154
Premium Calculation Record	3	Premium Calculation Record	
Premium Discount Amount	3	State Premium Record	105-114
Premium Due Total	3	Premium Calculation Record	137-148
Premium Finance Agreement Attached Indicator	3	Attachments Identification Record	51
Premium Finance Indicator	3	General/Supplemental Record	132
Previous Assigned Risk Coverage	3	Insurance Record	54
Previous Coverage in Any Other State Indicator	3	Insurance Record	53
Printed Signature Name of Person Signing Application	3	Applicants Statement Record	191-250
Prior Coverage Declined/Cancelled/Non-Renewed Indicator	3	General/Supplemental Record	120
Prior Policy Annual Premium	3	Prior Policy Insurance Record	92-101
	3	Prior Policy Insurance Record	144-153
	3	Prior Policy Insurance Record	196-205
Prior Policy in Force Indicator	3	Prior Policy Insurance Record	102
	3	Prior Policy Insurance Record	154
	3	Prior Policy Insurance Record	206
Prior Policy Insurance Record	3	Prior Policy Insurance Record	
Prior Policy Insurance Co Code	3	Prior Policy Insurance Record	53-57
	3	Prior Policy Insurance Record	105-109
	3	Prior Policy Insurance Record	157-161
Prior Policy Number	3	Prior Policy Insurance Record	74-91
	3	Prior Policy Insurance Record	126-143
	3	Prior Policy Insurance Record	178-195
Prior Policy Period From Date	3	Prior Policy Insurance Record	58-65
	3	Prior Policy Insurance Record	110-117
	3	Prior Policy Insurance Record	162-169
Prior Policy Period To Date	3	Prior Policy Insurance Record	66-73
	3	Prior Policy Insurance Record	118-125
	3	Prior Policy Insurance Record	170-177
Prior Policy State	3	Prior Policy Insurance Record	51-52
	3	Prior Policy Insurance Record	103-104
	3	Prior Policy Insurance Record	155-156
<u>R</u>			
Record Type Code	3	Header Record	49-50
	3	Name Record	49-50
	3	Address Record	49-50
	3	State Premium Record	49-50
	3	Exposure Record	49-50
	3	General Information Record	49-50
	3	General/Supplemental Information Record	49-50
	3	Supplemental/Elections Information Record	49-50
	3	Insurance Record	49-50
	3	Prior Policy Record	49-50
	3	Premium Calculation	49-50
	3	Applicants Statement Record	49-50
	3	Agent Identification Record	49-50
	3	Agent Section Record	49-50
	3	Remarks Record	49-50
	3	Attachments Identification Record	49-50
Remark Type Code	3	Remarks Record	51-53
Remark Type Sequence Number	3	Remarks Record	54-56
Remark Text	3	Remarks Record	57-306
Remarks Indicator	3	General Information Record	206
Remarks Record	3	Remarks Record	

TOPIC/ FIELD NAME	SECTION	SUBJECT HEADING	POSITION
Revision Indicator	2	Link Data	24
S			
Seeking to Cover Leased Workers	3	General/Supplemental Information Record	105
State	3	Address Record	144-145
State Code	3	Name Record	166-167
	3	State Premium Record	47-48
	3	Exposure Record	47-48
	3	Attachments Identification Record	47-48
State Code Link	3	Address Record	158-159
	3	Exposure Record	101-102
State Premium Record	3	State Premium Record	
State Unemployment Number	3	Name Record	168-182
Street	3	Address Record	54-113
	3	General/Supplemental Information Record	127
Sub-Contractors Used Indicator			
Sub Record Type Code – Declination Number	3	Applicants Statement Record	51
	3	Supplemental/Elections Information Record	197
Subject to Minimums & Maximums Indicator			
Subject Premium Total	3	Premium Calculation Record	75-84
	3	General/Supplemental Information Record	136
Supplemental Applications			
Supplemental/Elections Information Record	3	Supplemental/Elections Information Record	
I			
Temporary Help Agency Indicator	3	General/Supplemental Information Record	106
Text For Other Nature of Insured	3	Header Record	167-186
Text For "Other" No Previous Insurance	3	Insurance Record	128-167
Title of Person Signing Application	3	Applicants Statement Record	251-310
Total Estimated Annual Premium	3	Premium Calculation Record	110-119
Travel Out of State Indicator	3	General/Supplemental Information Record F	116
Truckers Supplemental Application Attached Indicator	3	Attachments Identification Record	54
Trucking Classifications Apply	3	General/Supplemental Information Record	124
Type of Address Code	3	Address Code Record	51
Type of Name Code	3	Name Record	51
U			
United States Longshore and Harbor Workers' Indicator	3	General/Supplemental Information Record	131
Unpaid Premium in Dispute	3	General/Supplemental Information Record	108
	3	General/Supplemental Information Record	107
Unpaid Premium Due Indicator			
	3	General/Supplemental Information Record	111
Use Independent Contractors			
User ID	3	General Information Record	311-315
W			
Waiver of Our Rights Indicator	3	General/Supplemental Information Record	134
WI Supplemental Non Election Form Attached Indicator	3	Attachments Identification Record	55
WI Supplementary Election of Coverage Form Attached Indicator	3	Attachments Identification Record	56
WI Supplementary Limited Other States Coverage Request Attached	3	Attachments Identification Record	57
Work Sublet Without Certificates of Insurance	3	General/Supplemental Information Record	112
Z			
Zip Code	3	Address Record	52

WCNOA CONTACT PAGE

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

Delaware Compensation Rating Bureau
Verna Blazys, Systems and Programming
United Plaza Building – Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007
Telephone: 215-568-2371
E-mail: vblazys@pcrb.com

Insurance Services Office, Inc.
Cliff Hall
Telephone: 201-469-2228
E-mail: chall@iso.com

Workers Compensation Rating and Inspection
Bureau of Massachusetts
Mary Travers DePierro
Senior Project Administrator, Customer Services
101 Arch Street, 5th Floor
Boston, MA 02110
Telephone: 617-439-9030
Fax: 617-439-6055
E-mail: mtravers@wrcibma.org

Minnesota Workers Compensation Insurers Association, Inc.
Pamela R. Flaten
Data Collection and 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

North Carolina Rate Bureau
Industry Support Team
5401 Six Forks Road
Raleigh, NC 27609-4435
Telephone: 919-783-9790
E-mail: wcinfo@ncrb.org

Wisconsin Compensation Rating Bureau
Elizabeth Rohde, Industry Support Consultant
P.O. Box 3080
Milwaukee, WI 53226
Telephone: 262-796-4551
E-mail: betty.rohde@wcrb.org

WORKERS COMPENSATION NOTICE OF ASSIGNMENT

REPORTING SPECIFICATIONS (WCNOA)

SECTION 1

RECORD TYPE DESCRIPTIONS

Record specifications and Record Type Codes will be added to these specifications as they are developed by the jurisdictions.

WCNOA IS NOT APPLICABLE TO CA, MI, NCCI, NJ, NY or PA

RECORD TYPE CODE 01 HEADER RECORD

Provides for the inclusion of assignment level information. One Header record is required for each unique assignment.

RECORD TYPE CODE 02 NAME RECORD

Provides for the legal name(s) of the assignee. Each legal name requires a separate Name record, identified by a unique type of name code.

RECORD TYPE CODE 03 ADDRESS RECORD

Provides for the inclusion of the mailing address, the principal location address and the payroll address of the assignee, and address(es) of location(s) of the assignee's operations. Each type of address requires a separate Address record, identified by a unique type of address code.

RECORD TYPE CODE 04 STATE PREMIUM RECORD

Provides for reporting premium amount, loss constant amount, expense constant amount, experience modification factor. Scheduled rating and insurer premium deviation factor reporting are also provided for those states where applicable. Multistate assignments will have multiple State Premium records.

RECORD TYPE CODE 05 EXPOSURE RECORD

Provides for reporting classification codes, manual/charged rates, and estimated exposure and premium amounts. As many Exposure records as necessary may be used to report multiple classification codes or manual/charged rates.

RECORD TYPE CODE 07 GENERAL INFORMATION RECORD

Provides general information about the assignee. One General Information record is required for each unique assignment.

RECORD TYPE CODE 08 GENERAL/SUPPLEMENTAL INFORMATION RECORD

Provides supplemental information about the applicant. One General/Supplemental Information record is required for each unique assignment.

RECORD TYPE CODE 09 SUPPLEMENTAL/ELECTION INFORMATION RECORD

Provides information about the Applicant Corporate Officer, Sole Proprietor, Partner, or Member of a Limited Liability Company, or Election of a Person to be insured. One record will be included for each officer, etc. As many records as necessary may be used for each unique assignment to report multiple officers, etc.

RECORD TYPE CODE 10 INSURANCE RECORD

Indicates previous coverage information. One Insurance record is required for each unique assignment.

RECORD TYPE CODE 11 PRIOR POLICY INSURANCE RECORD

Provides information about previous insurance covering the applicant. One Previous Insurance record will be included for each policy providing prior coverage to the applicant. As many records as necessary may be used for each unique assignment to report all previous insurance.

RECORD TYPE CODE 12 PREMIUM CALCULATION RECORD

Provides for the recording of premium totals to be reported on the policy. One Premium Calculation Record is required for each unique assignment.

RECORD TYPE CODE 13 APPLICANTS STATEMENT RECORD

Provides applicants statement information about the applicant. One Applicants Statement record is required for each unique assignment.

RECORD TYPE CODE 14 AGENT IDENTIFICATION RECORD

Provides identification information about the agent and agency submitting the application. One Agent Identification record is required for each unique assignment.

RECORD TYPE CODE 15 AGENT SECTION RECORD

Provides additional information about the agent and agency submitting the application. One Agent Section record is required for each unique assignment.

RECORD TYPE CODE 16 REMARKS RECORD

Provides text for various purposes requiring variable description, explanation, etc. A unique Remark Type Code identifies the purpose of the text. Multiple Remark Type Codes may be used for each unique assignment. As many records as necessary may be used for each unique Remark Type Code to contain the text.

RECORD TYPE CODE 17 ATTACHMENTS IDENTIFICATION RECORD

Provides indication that supplemental documents are attached to the assignment.

WORKERS COMPENSATION NOTICE OF ASSIGNMENT
REPORTING SPECIFICATIONS (WCNOA)
SECTION 2
LINK DATA COMMON TO ALL RECORDS

Field No	Field Title/Description	Class	Position	Bytes
LINK DATA COMMON TO ALL RECORDS				
1	CARRIER CODE Report the 5-digit code assigned by NCCI or other jurisdictions, of the carrier to which the DCO has assigned the application.	(N)	1-5	5
2	NOTICE OF ASSIGNMENT IDENTIFIER Report the alphanumeric characters used for uniquely identifying the notice of assignment.	(AN)	6-23	18
3	REVISION INDICATOR Report "Y" (Yes) or "N" (No) if this transaction is a revision.	(A)	24	1
	Code Description Y The transaction is a revision. N The transaction is not a revision; it is the original Assignment.			
	NOT APPLICABLE: NC			
4	RESERVED FOR FUTURE USE		25-30	6
5	ASSIGNMENT EFFECTIVE DATE Report the effective date of the notice of assignment, formatted YYYYMMDD.	(N)	31-38	8
6	ASSIGNMENT ISSUE DATE Report the date the application was assigned and the NOA letter crafted, formatted YYYYMMDD.	(N)	39-46	8

WORKERS COMPENSATION NOTICE OF ASSIGNMENT

REPORTING SPECIFICATIONS (WCNOA)

SECTION 3

RECORD LAYOUT: ASSIGNMENT

WCNOA IS NOT APPLICABLE TO CA, MI, NCCI, NJ, NY, or PA

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

I. HEADER RECORD

1	LINK DATA		1–46	46
2	RESERVED FOR FUTURE USE		47–48	2
3	RECORD TYPE CODE Report "01".	(AN)	49–50	2
4	EXPERIENCE RATING CODE Report the 1-digit code describing the assignment:	(N)	51	1

Code Description

1	Interstate rated only
2	Inter and intrastate rated – N/A: MA, NC
3	Intrastate rated only
4	Reserved for Future Use
5	Not rated

NOT APPLICABLE: DE, MN

5	INTERSTATE RISK ID NUMBER Report the 9-digit number assigned by NCCI	(N)	52–60	9
---	--------------------------------------------------------------------------------	-----	-------	---

NOT APPLICABLE: DE, MN, NC

6	ASSIGNMENT EXPIRATION DATE Report the expiration date of the assignment, formatted YYYYMMDD	(N)	61–68	8
---	-------------------------------------------------------------------------------------------------------	-----	-------	---

NOT APPLICABLE: MN, NC, WI

7	RESERVED FOR FUTURE USE		69–70	2
---	--------------------------------	--	-------	---

8	EMPLOYEE LEASING POLICY TYPE CODE (MA ONLY) Report the 1-digit code that identifies the type of Employee Leasing policy:	(N)	71	1
---	------------------------------------------------------------------------------------------------------------------------------------	-----	----	---

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.

Field No.	Field Title/Description	Class	Position	Bytes
4	Employee Leasing Policy -Client Company Policy For Leased Workers of Client Company — The Client Company is the First named insured and the coverage is provided to the leased workers of the Client Company. The non-leased workers of the Client Company are not covered under this policy.			
5	Reserved for use in WCPOLS			
6	Reserved for use in WCPOLS			
7	Reserved for use in WCPOLS			
8	Reserved for use in WCPOLS			
9	LEGAL NATURE OF INSURED CODE Report the 2-digit code:	(N)	72-73	2
	Code Description			
	01 Individual			
	02 Partnership			
	03 Corporation			
	04 Association, Labor Union, Religious Organization			
	05 Limited Partnership			
	06 Joint Venture			
	07 Common Ownership NA: WI			
	08 Multiple Status NA: WI			
	09 Joint Employers NA: WI			
	10 Limited Liability Company (LLC)			
	11 Trust or Estate			
	12 Executor or Trustee NA: WI			
	13 Limited Liability Partnership			
	14 Governmental Entity			
	99 Other (Report text description in Positions 167-186)			
10	POLICY MINIMUM PREMIUM AMOUNT Report the minimum premium amount that would be charged for the policy if the issued policy ultimately qualifies for minimum premium, based on classification minimum premium amounts. Report dollars only.	(N)	74-83	10
11	POLICY ESTIMATED STANDARD PREMIUM TOTAL Report the sum of the estimated state standard premium amounts reported on all state premium records (Record Type Code 04) submitted for the transaction code. Report dollars only.	(N)	84-93	10

Field No.	Field Title/Description	Class	Position	Bytes														
12	ASSIGNMENT DEPOSIT PREMIUM TOTAL Report the deposit premium amount collected for the assignment. This is the sum of Deposit Check/Electronic Fund Transfer Amounts (reported on the General Information Record Positions 208-219, 240-251 and 272-283). Report dollars only.	(N)	94-103	10														
13	RESERVED FOR FUTURE USE		104	1														
14	BILLING FREQUENCY CODE Report the 1-digit code identifying the billing frequency for the issued policy: <table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Annual</td> </tr> <tr> <td>2</td> <td>Semiannual NA: MN, WI</td> </tr> <tr> <td>3</td> <td>Quarterly</td> </tr> <tr> <td>4</td> <td>Monthly NA: NC</td> </tr> <tr> <td>5</td> <td>Other NA: MN, NC, WI</td> </tr> <tr> <td>6</td> <td>Balance due in 90 days (WI only)</td> </tr> </tbody> </table> NOT APPLICABLE: DE, MA	Code	Description	1	Annual	2	Semiannual NA: MN, WI	3	Quarterly	4	Monthly NA: NC	5	Other NA: MN, NC, WI	6	Balance due in 90 days (WI only)	(N)	105	1
Code	Description																	
1	Annual																	
2	Semiannual NA: MN, WI																	
3	Quarterly																	
4	Monthly NA: NC																	
5	Other NA: MN, NC, WI																	
6	Balance due in 90 days (WI only)																	
15	RESERVED FOR FUTURE USE		106	1														
16-18	EMPLOYER LIABILITY LIMIT AMOUNTS This data element is comprised of the following data elements: Employer Liability Limit Amount - Bodily Injury By Accident—Each Accident Amount, Employer Liability Limit Amount - Bodily Injury By Disease—Policy Limit Amount, and Employer Liability Limit Amount - Bodily Injury By Disease—Each Employee Amount. Each one of these elements is separately defined and the user should consult these individual data elements for specific definitions and reporting instructions.	(N)	107-136	30														
16	EMPLOYER LIABILITY LIMIT AMOUNT - BODILY INJURY BY ACCIDENT—EACH ACCIDENT AMOUNT	(N)	107-116	10														
17	EMPLOYER LIABILITY LIMIT AMOUNT - BODILY INJURY BY DISEASE—POLICY LIMIT AMOUNT	(N)	117-126	10														
18	EMPLOYER LIABILITY LIMIT AMOUNT - BODILY INJURY BY DISEASE—EACH EMPLOYEE AMOUNT	(N)	127-136	10														
19	RESERVED FOR FUTURE USE		137-166	30														

Field No.	Field Title/Description	Class	Position	Bytes
20	TEXT FOR "OTHER" LEGAL NATURE OF INSURED Report the text describing the legal nature of insured if you reported code 99 (Other) in Legal Nature of Insured (Positions 72-73) of Header Record.	(AN)	167-186	20
21	RESERVED FOR FUTURE USE		187-350	164

II. NAME RECORD

1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "02".	(AN)	49-50	2
4	TYPE OF NAME CODE Report the 1-digit code representing the type of name:	(N)	51	1

Code Description

- 1 Personal name type (a separate personal Name Record of a Name Link Identifier) format is last name, first name, middle name or initial. The commas are the delimiters.
- 2 Commercial name type (a separate commercial Name Record of a Name Link Identifier).
- 3 String name type (a Name Record consisting of a string of names corresponding to one Name Link Identifier). Format is free-form. N/A: MN

NOTE: String name type records are to be used by those carriers unable to provide separate formatted personal/commercial Name Records.

See name coding and name/address/exposure link coding examples in this section.

5	NAME LINK IDENTIFIER Report the 3-digit identifier representing one name or a group of names. The primary name(s) on the assignment must always be reported as 001.	(N)	52-54	3
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	-------	---

Each name should have a separate Name Link Identifier in order to link to a specific address and exposure (if possible). If this is not possible, you may provide more than one name for each name link identifier reported.

NOTE: See name coding and name/address/exposure link coding examples in this section.

6	NAME OF INSURED Report the name corresponding to the Type of Name Code reported in Position 51.	(AN)	55-144	90
---	-----------------------------------------------------------------------------------------------------------	------	--------	----

Report personal names in the following sequence with each name separated by a comma: surname, first name, and middle name or initial.

7	<p>APPLICANT FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) Report the identification number corresponding to the name being reported. Do not report any embedded blanks or marks of punctuation.</p> <p>OPTIONAL: WI</p>	(N)	145-153	9
8	<p>APPLICANT SOCIAL SECURITY NUMBER Report the Social Security Number corresponding to the name being reported.</p> <p>NOT APPLICABLE: MA, NC</p>	(N)	154-162	9
9	<p>CONTINUATION SEQUENCE NUMBER Report the 3-digit number corresponding to the continuation status.</p> <p>Report 001 representing the first record for a Name Link Identifier (Positions 52-54).</p> <p>Report 002–998 representing all continuation records for same Name Link Identifier (Positions 52-54). If each name contains a separate Name Link Identifier, this field will be reported as 001 for all Name Records.</p> <p>NOTE: See name coding and name/address/exposure link coding examples in this section.</p>	(N)	163-165	3
10	<p>STATE CODE (MN ONLY) Report the state code for the state unemployment number reported in Positions 168-182, State Unemployment Number.</p>	(N)	166-167	2
11	<p>STATE UNEMPLOYMENT NUMBER (MN ONLY) Report the State Unemployment Number corresponding to the name being reported.</p> <p>MN: Report the Minnesota State Employer Unemployment Insurance Account Identification Number in this field. If the Employer is exempt from this Minnesota state requirement, report “EXEMPT” in Position 168-173 and spaces in Position 174-182. If not available, report zeros. Do not submit this information for any other state.</p>	(AN)	168-182	15
12	<p>RESERVED FOR FUTURE USE</p>		183-350	168

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

III. ADDRESS RECORD

1	LINK DATA		1–46	46
2	RESERVED FOR FUTURE USE		47–48	2
3	RECORD TYPE CODE Report “03”.	(AN)	49–50	2
4	ADDRESS TYPE CODE Report the 1-digit code representing the type of address:	(N)	51	1

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. This address is necessary to direct interested parties to the workplace locations, e.g., inspection or auditors. Descriptions such as “second building after K-Mart” are acceptable where a street name or address does not exist.
3	Reserved for use in WCPOLS.
4	Wrap-up/OCIP project description. N/A: MA
5	Producer Address. This record must be reported to provide the address of the producer responsible for placing the application. OPT: WI
6	No specific location—Refers to work done at client sites in the state. If this Address Type Code is submitted, the Address Structure Code (Position 53) and the Address (Positions 54–154) are not applicable. N/A: MA, NC; OPT: DE, MN, WI
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.

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

5	FOREIGN ADDRESS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable	(A)	52	1
---	----------------------------------------------------------------------------------------------	-----	----	---

Code Description

Y Address Type Code (position 51) is reported as 1 and the address is outside the U.S.A. (e.g., Canada, Japan).

N Address Type Code (position 51) is reported as "1" and the address is inside the USA.

If the address is outside the U.S.A., report address data as follows:

- Report Street (Positions 54-113) and City (Positions 114-143).
- Report the foreign postal code, if applicable, in Postal or Zip Code (Positions 146-154). England and Canada, for example, use a six-character postal code consisting of alpha characters and numbers. If the foreign country does not have a postal code, leave blank.
- Report Geographic Area (Positions 175-200) if applicable. For example, Canada's provinces are Geographic Areas.
- Report the 2-character ISO 3166 standard Country Code (Positions 201- 202).

6	ADDRESS STRUCTURE CODE Report the 1-digit code identifying the structure of the reported address:	(N)	53	1
---	-------------------------------------------------------------------------------------------------------------	-----	----	---

Code Description

1 Reported address follows structure set forth in Positions 54-154 below.
This code is required for Address Type Code 1 (mailing address of insured, 7 (principal location) and 8 (payroll address). These three address types must be reported in the Structured Format shown in Positions 54-154.

2 Reported address is free-form between Positions 54-154. This code is to be used only after requesting and receiving approval from the appropriate rating organization.
This code is optional for Address Type Code 2 only (location of operations address) and is required for Address Type Code 4 (wrap-up project description).

NOTE: This code is not applicable for Address Type Code 2 in MA, MN.

Field No.	Field Title/Description	Class	Position	Bytes
7-10	<p>ADDRESS This data element is comprised of the following data elements: Address – Street, Address – City, Address – State and Address – Zip Code.</p> <p>Each one of these elements is separately defined and the user should consult these individual data elements for specific definitions and reporting instructions.</p> <p>NOTE: Shortening addresses that exceed field size is acceptable.</p>	(AN)	54-154	101
7	<p>ADDRESS - STREET Report the street number and name, post office box, or other description</p> <p>NOTE: A valid street address or P.O. box number must be reported for the mailing address of insured (Address Type Code 1, position 51) and for the issuing agency (producer) address (Address Type Code 5, position 51).</p>	(AN)	54-113	60
8	<p>ADDRESS - CITY Report the city name.</p>	(AN)	114-143	30
9	<p>ADDRESS - STATE Report the U.S. Postal Service abbreviation for the state. Leave blank if Foreign Address Indicator is "Y".</p>	(AN)	144-145	2
10	<p>ADDRESS – ZIP CODE</p>	(AN)	146-154	9
11-13	<p>NAME/ADDRESS/EXPOSURE LINK This data element is comprised of the following data elements: Name Link Identifier, State Code Link and Exposure Record Link Identifier.</p> <p>Each one of these elements is separately defined and the user should consult these individual data elements for specific definitions and reporting instructions.</p>	(N)	155-164	10
11	<p>NAME LINK IDENTIFIER Report the 3-digit Name Link Identifier in Positions 52-54 of the Name Record corresponding to this particular address record.</p> <p>There must be at least one address record for each Name Link Identifier on the assignment. In the event that multiple names are located at one address and these names are all included on the same Name Link Identifier, then only one address record must be reported with that Name Link Identifier.</p>	(N)	155-157	3

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

In the event of multiple names residing at one address, multiple (Address Type Code 2) records for the same address associated with the different names must be reported.

THIS FIELD IS REQUIRED for Address Type Codes 1 (Insured Mailing Address), 2 (Locations), 6 (No Specific Location), 7 (Principal Location) and 8 (Payroll Address).

Report "999" for Address Type Codes 4, 5 and 8.

12	STATE CODE LINK Report the 2-digit code for the state covered by this record	(N)	158-159	2
----	----------------------------------------------------------------------------------------	-----	---------	---

This field, when used along with the Name Link Identifier field of this record in Position 155-157, will provide a link to the name related to this location record.

THIS FIELD IS REQUIRED for Address Type Codes 1 (Insured Mailing Address), 2 (Locations) and 6 (No Specific Location).

Report "99" for Address Type Codes 4, 5 and 8.

13	EXPOSURE RECORD LINK IDENTIFIER Report a 5-digit code identifying this address record.	(N)	160-164	5
----	--------------------------------------------------------------------------------------------------	-----	---------	---

This field, when used along with the Name Link Identifier field in Position 155-157 and State Code Link field in Position 158-159 of this record, will provide a 3-part link to the Name/Address/Exposure Link field in Positions 98-107 of the exposure records related to this address record.

THIS FIELD IS OPTIONAL for Address Type Codes 1 (Insured's Mailing Address Record); however, in such cases where insurer does not include this field, the Insured's Mailing Address must also be included as an Address Type Code 2 (Other Locations Address Record) for required linkage.

THIS FIELD IS REQUIRED for Address Type Codes 2 (Locations) and 6 (No Specific Location).

NOTE: If unable to report separate exposure by Name Link Identifier or exposure is not yet developed, this field may be blank. If exposure is combined with a business with a separate Name Link Identifier, the exposure may be included in a separate name/address/exposure link record.

Report "99999" for Address Type Codes 4, 5 and 8.

NOTE: See name coding and name/address/exposure link coding examples in this section.

NOT APPLICABLE: MA, WI

Field No.	Field Title/Description	Class	Position	Bytes
14	RESERVED FOR FUTURE USE		165-174	10
15	GEOGRAPHIC AREA Report the Geographic Area (Province, State, etc.) when Foreign Address Indicator (position 52) is "Y". Leave blank if Foreign Address Indicator is "N".	(A)	175-200	26
16	COUNTRY CODE Report the 2-digit ISO 3166 Standard Country code when Foreign Address Indicator is "Y". Leave blank if Foreign Address Indicator is "N". NOT APPLICABLE: NC	(A)	201-202	2
17	RESERVED FOR FUTURE USE		203-350	148

NAME CODING EXAMPLES

Policy Example: NAME OF ABC Corporation
 INSURED: dba ABC Industries
 Kyle Smythe and Sara Brown
 dba Smythe and Brown Industrial Co.
 Kyle Smythe
 ADDRESS: 123 Main Street (Mailing Address)
 ADD LOC: 456 South Street
 789 North Ave

If able to define each name or group of names with a separate Name Link Identifier, the records should appear as follows:

Example 1 Reporting by Personal/Commercial Format

Name Record

Type of Name Code	Name Link Identifier	Name of Insured	Continuation Sequence Number	FEIN
2	001	ABC Corporation	001	39-1234567
2	001	dba ABC Industries	002	39-1234567
1	002	Smythe, Kyle	001	39-3456789
1	002	Brown, Sara	002	39-3456789
2	002	Smythe and Brown Industrial Co	003	39-3456789
1	003	Smythe, Kyle	001	39-5678901

Example 2 Reporting by String Format

Name Record

Type of Name Code	Name Link Identifier	Name of Insured	Continuation Sequence Number	FEIN
3	001	ABC Corp dba ABC Industries	001	39-1234567
3	002	Smythe Kyle and Brown Sara dba Smythe and Brown Industrial Co	001	39-3456789
3	003	Smythe Kyle	001	39-5678901

OR

Example 2 Reporting by String Format

Name Record

Type of Name Code	Name Link Identifier	Name of Insured	Continuation Sequence Number	FEIN
3	001	ABC Corporation	001	39-1234567
3	001	dba ABC Industries	002	39-1234567
3	002	Smythe Kyle and Brown Sara	001	39-3456789
3	002	dba Smythe and Brown Industrial Co	002	39-3456789
3	003	Smythe Kyle	001	39-5678901

NAME/ADDRESS/EXPOSURE LINK CODING EXAMPLES

Name Link Identifier	Name Records	Address	Legal Nature of Insured	FEIN
001	ABC Corporation dba ABC Industries	123 Main Street, Brookfield, WI 53086	Corp	39-1234567
002	Smythe Kyle and Brown Sara dba Smythe & Brown Industrial Co	123 Main Street, Brookfield, WI 53086 No Specific Location, MN 55051	Partnership	39-3456789
003	Smythe Kyle	123 Main Street Brookfield, WI 53086 789 North Avenue, Milwaukee, WI 53226	Individual	39-5678901

NAME/ADDRESS/EXPOSURE LINK

Name Link Identifier	State Code Link	Exposure Record Link	Mailing Address Record
001	48		123 Main Street

OTHER LOCATION RECORDS

(Listing of addresses is for example clarity only)

001*	48	00001	123 Main Street
002	48	00001	123 Main Street
003	48	00001	123 Main Street
003*	48	00002	789 North Avenue
002	22	00001	No Specific Location (Optional Address Type Code 6)

EXPOSURE RECORDS

Name Link Identifier	State Code Link	Exposure Record Link	Classification Codes	Exposure	Manual/Charged Rate	Premium Amount
001	48	00001	8810	100,000	1.00	1,000
001	48	00002	9082	100,000	1.00	1,000
002	48	00001	8810	100,000	1.00	1,000
003	48	00001	8810	100,000	1.00	1,000
002	22	00001	8742	100,000	1.00	1,000

* Whenever an insurer is supplying an address record/exposure record link, it may do so via either the Mailing Address record or Other Location record. For information on the assignment of the Name Link Identifier, please see Name Record.

Field No	Field Title/Description	Class	Position	Bytes
----------	-------------------------	-------	----------	-------

IV. STATE PREMIUM RECORD

1	LINK DATA		1-46	46
2	STATE CODE Report the 2-digit code for the state covered by this record	(N)	47-48	2
3	RECORD TYPE CODE Report "04".	(AN)	49-50	2

Multiples of this record are required whenever exposure amounts are being reported on a split-period basis. Each record must contain the appropriate data associated with its particular period.

4	INDEPENDENT DCO RISK ID NUMBER/FILE NUMBER / ACCOUNT NUMBER Report the risk identification number assigned by the appropriate DCO other than NCCI.	(AN)	51-65	15
---	--------------------------------------------------------------------------------------------------------------------------------------------------------------	------	-------	----

OPTIONAL: DE

Examples by jurisdiction:

State	Bytes	Characteristic Class	Example	Infield Report As	Position
DE	7	Numeric	2570826	2570826	51-57 Blanks in 58-65
			3165	3165	51-54 Blanks in 55-65
				or 0003165	51-57 Blanks in 58-65
MA	7	Numeric	176	0000176	51-57
MN	7	Numeric	123456	0123456	51-57 Blanks in 58-65

NOTE: MA, MN leading zeros must be expressed on WCNOA. MA Coverage ID number is expressed on WCNOA.

NC	8	Numeric	07692100	07692100	58-65 Blanks in 51-57
----	---	---------	----------	----------	-----------------------------

NOTE: NC Coverage ID Number – leading zeros must be expressed. NC Coverage ID Number must be reported on WCNOA.

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

7	Numeric	0237380	0237380	51-57 Blanks in 58-65
---	---------	---------	---------	-----------------------------

NOTE: WI Coverage ID Number—leading zeros must be expressed on WCNOA if reported.

5	EXPERIENCE MODIFICATION FACTOR/MERIT RATING FACTOR	(N)	66-69	4
---	-----------------------------------------------------------	-----	-------	---

Report the 4-digit experience rating plan modification factor. There is an assumed decimal point between Positions 66 and 67.

If no modification factor is applicable, report "1000". This field must not be left blank.

EXCEPTION: DE—Report zeros if no modification applied. Report Mods only in this field. Report Merit Rating Factors on Exposure Records.

The factor to be entered is the decimal complement of percentage debits or credits—e.g., 10% credit to be entered as "0900", or 15% debit to be entered as "1150".

6	EXPERIENCE MODIFICATION STATUS CODE	(N)	70	1
---	--------------------------------------------	-----	----	---

Report the code for the status of the experience modification factor in Positions 66-69 above:

Code Description

1 Final modification factor for assignment period

2 Modification factor not final

3 No modification applicable

NOT APPLICABLE: MA, MN, NC

7	RESERVED FOR FUTURE USE		71-74	4
---	--------------------------------	--	-------	---

8	ESTIMATED STATE STANDARD PREMIUM TOTAL	(N)	75-84	10
---	-----------------------------------------------	-----	-------	----

Report the numeric dollar amount.

Report the total state standard premium amount. Refer to individual state Bureau Manual for definition of standard premium.

9	EXPENSE CONSTANT AMOUNT	(N)	85-94	10
---	--------------------------------	-----	-------	----

Report the numeric dollar amount.

This should never be reported as an Exposure Record (Record Type Code 05).

If multiple records are being reported due to split exposure periods, the initial record must contain zeros and the final record must contain the expense constant amount.

Field No.	Field Title/Description	Class	Position	Bytes
10	<p>LOSS CONSTANT AMOUNT (MA ONLY) Report the numeric dollar amount.</p> <p>This should never be reported as an Exposure Record (Record Type Code 05).</p> <p>If multiple records are being reported due to split exposure periods, the initial record must contain zeros and the final record must contain the loss constant amount.</p>	(N)	95-104	10
11	<p>PREMIUM DISCOUNT AMOUNT (DE ONLY) Report the numeric dollar amount.</p> <p>This should never be reported as an Exposure Record (Record Type Code 05).</p> <p>If multiple records are being reported due to split exposure periods, the initial record must contain zeros and the final record must contain the premium discount amount.</p>	(N)	105-114	10
12	<p>ANNIVERSARY RATING DATE Report the anniversary rating date applicable to the assignment for this state in YYYYMMDD format. If this field is not equal to the assignment effective date or zeros, then a split has occurred and at least two State Premium Records must exist. The premium amount reported should match the individual exposure premium amount from the exposure records with the appropriate exposure period effective date.</p> <p>If multiple records are being reported due to split exposure periods, the initial record must contain zeros and the final record must contain the anniversary rating date, expense constant amount, loss constant amount, and premium discount amount in those fields.</p> <p>NOTE: MA, NC and WI will not give split exposures.</p> <p>NOT APPLICABLE: MN</p>	(N)	115-122	8
13	<p><u>ASSIGNED RISK ADJUSTMENT PROGRAM (ARAP) FACTOR</u> Report the ARAP factor.</p> <p><u>There is an assumed decimal point between Positions 123 and 124.</u></p> <p><u>If no ARAP factor is applicable, report "1000".</u></p> <p><u>MA NOTE: This is the All Risk Adjustment Factor.</u></p> <p><u>NOT APPLICABLE: CA, DE, MI, MN, NCCI, NJ, NY, PA, WI</u></p>	(N)	123-126	4
13 14	<p>RESERVED FOR FUTURE USE</p>		123 127-	228 24

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

V. EXPOSURE RECORD

1	LINK DATA		1-46	46
2	STATE CODE Report the 2-digit state code to which the exposure and/or premium reported on this record has been assigned.	(N)	47-48	2
3	RECORD TYPE CODE Report "05".	(AN)	49-50	2
4	CLASSIFICATION CODE Report the 4-digit classification code corresponding to the exposure and/or premium reported on this record.	(N)	51-54	4

NOTE: There are miscellaneous premium charges (debits or credits) that may be applicable in addition to classification premium amounts developed by extension of exposure at authorized rates. These miscellaneous premium charges must be reported under the appropriate classification codes.

5	EXPOSURE ACT/EXPOSURE COVERAGE CODE Report the 2-digit code describing the coverage for the classification.	(N)	55-56	2
---	-----------------------------------------------------------------------------------------------------------------------	-----	-------	---

Code Description

00	For Use with Statistical Codes
01	State Act or Federal Act Excluding USL&HW and Federal Coal Mine Health and Safety Act
02	USL&HW "F" or USL&HW 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 (MN only)
07	Reserved for Use in WCPOLS
08	Reserved for Future Use
09	Reserved for Use in WCPOLS
10	Voluntary Compensation Coverage (DE only)
11	Reserved for Use in WCPOLS

6	MANUAL/CHARGED RATE Report the insurer rate charged for the classification and printed on the Information Page.	(N)	57-66	10
---	---------------------------------------------------------------------------------------------------------------------------	-----	-------	----

Please contact the DCO for instructions on this field.

There is an assumed decimal point between Positions 62 and 63.

If the rate is "to be determined" or the classification reported is for a flat miscellaneous premium charge, report zeros.

Manual/Charged Rate for surcharge rates that require a percentage should be reported here.

Field No.	Field Title/Description	Class	Position	Bytes
7	<p>EXPOSURE PERIOD EFFECTIVE DATE Report the exposure's effective date, formatted YYYYMMDD, when exposures are reported on a split period basis. If not applicable, report zeros.</p> <p>When exposures are reported on a split period basis, an exposure record will be required for each period for each class.</p> <p>NOTE: MA will populate with Policy Effective Date.</p> <p>NOT APPLICABLE: DE, MN</p>	(N)	67-74	8
8	<p>ESTIMATED EXPOSURE AMOUNT Report the classification estimated exposure amount in Positions 75–86.</p> <p>For classifications having payroll as an exposure base, report the payroll amount in whole dollars in Positions 75–86.</p> <p>Report non-payroll exposure amount only to the nearest two decimal places for which there is an assumed decimal point between Positions 84 and 85.</p> <p>If the exposure amount is on an “if any” basis, or if the reported classification code is one for a miscellaneous premium charge not requiring exposure, report zeros.</p> <p>For policies reported on a split period basis, report the exposure amount for the assignment period represented by the Exposure Period Effective Date (Positions 67-74).</p>	(N)	75-86	12
9	<p>ESTIMATED PREMIUM AMOUNT Report the numeric dollar amount.</p> <p>Report the premium amount corresponding to the classification code on this record.</p> <p>If the exposure amount for the classification code is on an “if any” basis, report zeros.</p> <p>For policies reported on a split period basis, report the premium amount for the assignment period represented by the Exposure Period Effective Date (Positions 67-74).</p>	(N)	87-96	10

Field No.	Field Title/Description	Class	Position	Bytes
10	<p>EXPOSURE PERIOD CODE Report the 1-digit code describing the period covered by the reported exposure in Positions 75–86 on this record.</p> <p>Code Description 1 Annual 2 Reserved for use in WCPOLS 3 Less than annual or split period 4 Reserved for use in WCPOLS</p> <p>NOT APPLICABLE: DE, MA, MN</p> <p>OPTIONAL: WI</p>	(N)	97	1
11-13	<p>NAME/ADDRESS/EXPOSURE LINK This data element is comprised of the following data elements: Name Link Identifier, State Code Link and Exposure Record Link Identifier.</p> <p>Each one of these elements is separately defined and the user should consult these individual data elements for specific definitions and reporting instructions.</p> <p>NOTE: These fields are used to link the classification exposure data and/or premium data reported on this record to Positions 155–164 of a specific mailing address or other location address record.</p>	(N)	98-107	10
11	<p>NAME LINK IDENTIFIER Report the 3-digit Name Link Identifier in Positions 155–157 of the address record corresponding to this particular exposure record.</p> <p>There must be at least one exposure record for each location of operations on the assignment. If unable to report separate exposure by Name Link Identifier or by Address Record Link, link exposures with appropriate Name Link Identifier or default to "001".</p> <p>In the event that one classification code applies to multiple addresses, multiple exposure records for that classification code may be reported with each exposure record having the payroll and premium corresponding to each particular address.</p>	(N)	98-100	3
12	<p>STATE CODE LINK Report the 2-digit State Code Link in Positions 158–159 of the address record covered by this record.</p> <p>This field, when used along with the Name Link Identifier field in Position 98-100 of this record, will provide a link to the location related to this exposure record.</p>	(N)	101-102	2

Field No.	Field Title/Description	Class	Position	Bytes
13	<p>EXPOSURE RECORD LINK IDENTIFIER Report the 5-digit Exposure Record Link Identifier of the address record corresponding to this record.</p> <p>This field, when used along with the Name Link Identifier field in Position 98-100 and State Code Link field in Position 101-102 of this record, will provide a 3-part link to the Name/Address/Exposure Link field in Positions 155–164 of the location record(s) related to this exposure record.</p> <p>NOTE: See name coding and name/address/exposure link coding examples in this section.</p> <p>NOT APPLICABLE: MA</p>	(N)	103-107	5
14	RESERVED FOR FUTURE USE		108-350	243

Field No	Field Title/Description	Class	Position	Bytes
VI. THIS RECORD IS RESERVED FOR FUTURE USE				
1	LINK DATA		1-46	46
2	STATE CODE Report the 2-digit code of the state covered by this endorsement record.	(N)	47-48	2
3	RECORD TYPE CODE Report "06".	(AN)	49-50	2
4	RESERVED FOR FUTURE USE		51-350	300

Field No	Field Title/Description	Class	Position	Bytes
VII. GENERAL INFORMATION RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "07".	(AN)	49-50	2
4	COVERAGE DESIRED DATE OR REQUESTED EFFECTIVE DATE Date the applicant requests that coverage begin, formatted YYYYMMDD. NOT APPLICABLE: MA	(N)	51-58	8
5	COMBINABLE ID NUMBER Report the Intrastate or Interstate Risk ID Number assigned by DCO or NCCI. NOT APPLICABLE: DE, MA, MN	(AN)	59-67	9
6	APPLICATION RECEIVED DATE Date the DCO received the application, formatted YYYYMMDD.	(N)	68-75	8
7	APPLICANT TELEPHONE NUMBER The general telephone number of the business, formatted 3-digit area code followed by 7-digit phone number. OPTIONAL: WI	(N)	76-85	10
8	APPLICANT FAX NUMBER The general fax number of the business, formatted 3-digit area code followed by 7-digit phone number. NOT APPLICABLE: DE, MA, MN OPTIONAL: WI	(N)	86-95	10
9	APPLICANT E-MAIL ADDRESS The E-mail address of the applicant. NOT APPLICABLE: MA, NC OPTIONAL: WI	(AN)	96-125	30
10	CONTACT PERSON The Name of the business representative to be contacted regarding the Application. NOT APPLICABLE: DE, MA, MN	(A)	126-185	60

Field No.	Field Title/Description	Class	Position	Bytes
11	<p>CONTACT PERSON TELEPHONE NUMBER The direct telephone number of the Contact Person if different from the Applicant Telephone Number, formatted 3-digit area code followed by 7-digit phone number.</p> <p>NOT APPLICABLE: DE, MN</p> <p>OPTIONAL: WI</p>	(N)	186-195	10
12	<p>APPLICANT NUMBER OF YEARS IN BUSINESS Report the date the Applicant began their current business, formatted YYYYMMDD.</p> <p>NOT APPLICABLE: MA, NC</p> <p>OPTIONAL: WI</p>	(N)	196-203	8
13	RESERVED FOR FUTURE USE		204-205	2
14	<p>REMARKS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A remark containing additional information exists. N A remark containing additional information does not exist.</p> <p>If a "Y", attach a Remarks Record – Record Type Code "16" with Remark Type Code = "001" – to contain the text of the remarks. Attach a separate Type "16" record for each remark.</p> <p>NOT APPLICABLE: MA</p>	(A)	206	1
15	<p>PAYMENT TYPE CODE Report the 1-digit code identifying the type of payment.</p> <p>Code Description 1 Certified Check 2 Bank Draft 3 Money Order 4 Agency Check 5 Cashier Check 6 Finance Check 7 Insured's Check N/A: NC, WI 8 Electronic Funds Transfer</p>	(N)	207	1

Field No.	Field Title/Description	Class	Position	Bytes
16	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER AMOUNT Dollar amount of the deposit check or electronic fund transfer accompanying the application. There is an assumed decimal point between Positions 217 and 218.	(N)	208-219	12
17	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER DATE Date the payment was drawn, formatted YYYYMMDD. NOT APPLICABLE: DE, MN	(N)	220-227	8
18	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER NUMBER Report the unique identifier of the payment form. NOT APPLICABLE: DE, MN	(AN)	228-239	12
19	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER AMOUNT Dollar amount of an additional deposit check or electronic fund transfer accompanying the application. There is an assumed decimal point between Positions 249 and 250.	(N)	240-251	12
20	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER DATE Date an additional payment was drawn, formatted YYYYMMDD. NOT APPLICABLE: DE, MN	(N)	252-259	8
21	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER NUMBER Report the unique identifier of an additional payment form if there is more than one. NOT APPLICABLE: DE, MN	(AN)	260-271	12
22	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER AMOUNT Dollar amount of an additional deposit check or electronic fund transfer accompanying the application. There is an assumed decimal point between Positions 281 and 282.	(N)	272-283	12
23	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER DATE Date an additional payment was drawn, formatted YYYYMMDD. NOT APPLICABLE: DE, MN	(N)	284-291	8

Field No.	Field Title/Description	Class	Position	Bytes
24	DEPOSIT CHECK/ELECTRONIC FUND TRANSFER NUMBER Report the unique identifier of an additional payment form if there is more than one. NOT APPLICABLE: DE, MN	(AN)	292-303	12
25	APPLICATION ID NUMBER Report the ID number assigned to the application by the DCO. NOT APPLICABLE: DE, MN, WI	(N)	304-310	7
26	USER ID Report the name of the Bureau Representative who processed the Notice of Assignment. NOT APPLICABLE: DE, MA, MN, NC OPTIONAL: WI	(AN)	311-315	5
27	LETTER ID (MA ONLY) Report the letter ID number assigned by the DCO to the Notice of Assignment.	(N)	316-322	7
28	RESERVED FOR FUTURE USE		323-350	28

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

VIII. GENERAL/SUPPLEMENTAL INFORMATION RECORD

1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "08".	(AN)	49-50	2
4	RESERVED FOR FUTURE USE		51-58	8
5	ADMIRALTY OR FELA - COVERAGE II - VOLUNTARY COMPENSATION CODE (MA ONLY) Report the 1-digit code to indicate Admiralty - Coverage II - Voluntary Compensation selection.	(N)	59	1

Code Description

1	Not Applicable
2	USL&HW
3	MA

6	ADMIRALTY OR FELA – INCREASED LIMITS OF LIABILITY 25,000/25,000 INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	60	1
---	-----------------------------------------------------------------------------------------------------------------------------------------------	-----	----	---

Code Description

Y	Admiralty or FELA increased limits of 25,000/25,000 are applicable.
N	Admiralty or FELA increased limits of 25,000/25,000 are not applicable.

7	RESERVED FOR FUTURE USE		61-99	39
8	BANKRUPTCY INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	100	1

Code Description

Y	The Applicant is in bankruptcy.
N	The Applicant is not in bankruptcy.

If "Y", attach a scanned copy of the approved bankruptcy filing.

NOT APPLICABLE: DE, MN, NC

9	LEASE EMPLOYEES TO OTHER COMPANIES INDICATOR (MN ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	101	1
---	----------------------------------------------------------------------------------------------------------------------------	-----	-----	---

Code Description

Y	The Applicant leases employees to other companies.
N	The Applicant does not lease employees to other companies.

Field No.	Field Title/Description	Class	Position	Bytes
10	<p>LEASE EMPLOYEES FROM OTHER COMPANIES INDICATOR (MN ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant leases employees from other companies. N The Applicant does not lease employees from other companies.</p>	(A)	102	1
11	<p>LEASE WORKERS FROM A LABOR CONTRACTOR INDICATOR (NC ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant leases workers from a Labor Contractor. N The Applicant does not lease workers from a Labor Contractor.</p> <p>If "Y", attach a scanned copy of the Employee Leasing Supplemental Application, Side B.</p>	(A)	103	1
12	<p>LEASE WORKERS TO CLIENT COMPANY INDICATOR (NC ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant leases workers to a client company. N The Applicant does not lease workers to a client company.</p> <p>If "Y", attach a scanned copy of the Employee Leasing Supplemental Application, Side A.</p>	(A)	104	1
13	<p>SEEKING TO COVER THE LEASED WORKERS INDICATOR (NC ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant is seeking to cover the leased workers. N The Applicant is not seeking to cover the leased workers.</p>	(A)	105	1
14	<p>TEMPORARY HELP AGENCY INDICATOR (MN ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant is a Temporary help agency. N The Applicant is not a Temporary help agency.</p>	(A)	106	1

Field No.	Field Title/Description	Class	Position	Bytes
15	UNPAID PREMIUM DUE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	107	1
	<p>Code Description</p> <p>Y There is unpaid compensation premium due from you or any commonly managed enterprises.</p> <p>N There is no unpaid compensation premium due from you or any commonly managed enterprises.</p> <p>If a "Y", attach a Remarks Record – Record Type Code "16" with Remark Type Code = "002" – containing the entity name, balance and policy number(s)</p> <p>NOT APPLICABLE: MA, MN, WI</p>			
16	UNPAID PREMIUM IN DISPUTE INDICATOR (NC ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	108	1
	<p>Code Description</p> <p>Y There is unpaid premium in dispute by you or any commonly managed enterprises.</p> <p>N There is no unpaid premium in dispute by you or any commonly managed enterprises.</p> <p>If a "Y", attach a Remarks Record – Record Type Code "16" with Remark Type Code = "003" – containing an explanation for Bureau consideration, or if an arrangement for payment has been made, submit a copy of the signed agreement</p>			
17	AIRCRAFT/WATERCRAFT INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	109	1
	<p>Code Description</p> <p>Y The Applicant owns, operates or leases Aircraft/Watercraft.</p> <p>N The Applicant does not own, operate or lease Aircraft/Watercraft.</p>			
18	BARGES, VESSELS, DOCKS, BRIDGES OVER WATER INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	110	1
	<p>Code Description</p> <p>Y Work is performed on barges, vessels, docks, bridges over water.</p> <p>N Work is not performed on barges, vessels, docks, bridges over water.</p>			

Field No.	Field Title/Description	Class	Position	Bytes
19	USE INDEPENDENT CONTRACTORS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	111	1
	Code Description Y The Applicant uses independent contractors. N The Applicant does not use independent contractors.			
	NOT APPLICABLE: MA, NC, WI			
20	WORK SUBLET WITHOUT CERTIFICATES OF INSURANCE INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	112	1
	Code Description Y Work is sublet without Certificates of Insurance. N Work is not sublet without Certificates of Insurance.			
21	FORMAL SAFETY PROGRAM INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	113	1
	Code Description Y Formal Safety Program is in operation. N Formal Safety Program is not in operation.			
22	EMPLOY DRIVERS INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	114	1
	Code Description Y The employer employs drivers. N The employer does not employ drivers.			
23	RESERVED FOR FUTURE USE		115	1
24	TRAVEL OUT OF STATE INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	116	1
	Code Description Y Employees travel out of State. N Employees do not travel out of State.			
25	ATHLETIC TEAMS SPONSORED INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	117	1
	Code Description Y The Applicant sponsors athletic teams. N The Applicant does not sponsor athletic teams.			
26	RESERVED FOR FUTURE USE		118-119	2

Field No.	Field Title/Description	Class	Position	Bytes
27	<p>PRIOR COVERAGE DECLINED/CANCELLED/NON-RENEWED INDICATOR (DE ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y Prior coverage has been declined/cancelled/non-renewed (last 3 years). N Prior coverage has not been declined/cancelled/non-renewed (last 3 years).</p>	(A)	120	1
28	<p>EMPLOYEE HEALTH PLANS PROVIDED INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant provides employee health plans. N The Applicant does not provide employee health plans.</p>	(A)	121	1
29	<p>LABOR INTERCHANGE INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y There is a labor interchange with another Business/Subsidiary. N There is no labor interchange with any other Business/Subsidiary.</p>	(A)	122	1
30	<p>EMPLOYEES WORK AT HOME INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y One or more employees predominantly works at home. N No employees predominantly work at home.</p>	(A)	123	1
31	<p>TRUCKING CLASSIFICATIONS APPLY INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y Trucking classifications apply. N Trucking classifications do not apply.</p> <p>If Yes, attach a scanned copy of a complete Truckers Supplemental application.</p> <p>NOT APPLICABLE: MA, MN, WI</p>	(A)	124	1

Field No.	Field Title/Description	Class	Position	Bytes
32	<p>DESCRIPTION OF BUSINESS AND OPERATIONS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A description of the business and operations is included. N A description of the business and operations is not included.</p> <p>If a "Y", attach a Remarks Record – Record Type Code "16" with Remark Type Code = "004" – to contain the description of the business and operations. Attach additional Type "16" record if needed to continue the description.</p>	(A)	125	1
33	<p>APPLICANT RELATED TO ENTITY INDICATOR (DE ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y The Applicant is related through common management or ownership to any entity not listed here, whether coverage is required or not. N The Applicant is not related through common management or ownership to any entity not listed here, whether coverage is required or not.</p> <p>If a "Y", attach a Remarks Record – Record Type Code "16" with Remark Type Code = "005" – to contain a detailed explanation. Attach additional Type "16" record if needed to continue the explanation.</p>	(A)	126	1
34	<p>SUB-CONTRACTORS USED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y Applicant uses Sub-contractors. N Applicant does not use Sub-contractors.</p> <p>NOT APPLICABLE: WI</p>	(A)	127	1
35	RESERVED FOR FUTURE USE		128	1
36	<p>CERTIFICATE OF INSURANCE INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y Certificate of Insurance is needed. N Certificate of Insurance is not needed.</p>	(A)	129	1

Field No.	Field Title/Description	Class	Position	Bytes
37	OTHER STATES COVERAGE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	130	1
	Code Description Y Other States Coverage is needed. N Other States Coverage is not needed.			
	NOT APPLICABLE: MA, MN			
38	UNITED STATES LONGSHORE AND HARBOR WORKERS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	131	1
	Code Description Y USL & HW is needed. N USL & HW is not needed.			
	NOT APPLICABLE: MN			
39	PREMIUM FINANCE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	132	1
	Code Description Y Premium is financed. N Premium is not financed.			
	MA, NC: If "Y", attach a scanned copy of the premium finance agreement.			
40	RESERVED FOR FUTURE USE		133	1
41	WAIVER OF OUR RIGHTS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	134	1
	Code Description Y The Waiver of Our Rights Endorsement is needed. N The Waiver of Our Rights Endorsement is not needed.			
	NOT APPLICABLE: MN, WI			
42	RESERVED FOR FUTURE USE		135	1
43	SUPPLEMENTAL APPLICATIONS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	136	1
	Code Description Y There are Supplemental Applications. N There are no Supplemental Applications.			
	NOT APPLICABLE: MA, MN			
44	RESERVED FOR FUTURE USE		137-350	214

Field No	Field Title/Description	Class	Position	Bytes
IX. SUPPLEMENTAL / ELECTIONS INFORMATION RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "09".	(AN)	49-50	2
	Multiples of this record may be used. A Record Type Code 09 will be included for each applicant corporate officer, sole proprietor, partner or member of a limited liability company.			
4	NAME OF APPLICANT CORPORATE OFFICER, SOLE PROPRIETOR, PARTNER, OR MEMBER OF A LIMITED LIABILITY COMPANY Report the name of the Applicant Corporate officer, Sole Proprietor, partner or Member of a Limited Liability Company.	(AN)	51-110	60
5	APPLICANT CORPORATE OFFICER, SOLE PROPRIETOR, PARTNER, OR MEMBER OF A LIMITED LIABILITY COMPANY TITLE Report the title of the person named in Positions 51-110.	(AN)	111-140	30
6	APPLICANT CORPORATE OFFICER, SOLE PROPRIETOR, PARTNER, OR MEMBER OF A LIMITED LIABILITY COMPANY DUTIES Report the duties of the person named in Positions 51-110. NOT APPLICABLE: WI	(AN)	141-170	30
7	APPLICANT CORPORATE OFFICER, SOLE PROPRIETOR, PARTNER, OR MEMBER OF A LIMITED LIABILITY COMPANY PERCENTAGE OF OWNERSHIP Report the percentage of ownership of the person named in Positions 51-110. There is an assumed decimal point between Positions 171 and 172. Example: report 33% as 03333. NOT APPLICABLE: DE	(N)	171-175	5
8	APPLICANT CORPORATE OFFICER, SOLE PROPRIETOR, PARTNER, OR MEMBER OF A LIMITED LIABILITY COMPANY SOCIAL SECURITY NUMBER (MN ONLY) Report the Social Security Number of the person named in Positions 51-110.	(N)	176-184	9

Field No.	Field Title/Description	Class	Position	Bytes						
9	APPLICANT CORPORATE OFFICER, SOLE PROPRIETOR, PARTNER, OR MEMBER OF A LIMITED LIABILITY COMPANY SALARY Report the salary or estimated remuneration or draw, in dollars, of the person named in Positions 51-110.	(N)	185-196	12						
10	SUBJECT TO MINIMUMS AND MAXIMUMS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable. <table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>Y</td> <td>The election is subject to minimums and maximums.</td> </tr> <tr> <td>N</td> <td>The election is not subject to minimums and maximums.</td> </tr> </table> NOT APPLICABLE: MA, NC	Code	Description	Y	The election is subject to minimums and maximums.	N	The election is not subject to minimums and maximums.	(A)	197	1
Code	Description									
Y	The election is subject to minimums and maximums.									
N	The election is not subject to minimums and maximums.									
11	CLASSIFICATION CODE For individuals to be included, report class code based on the duties. NOT APPLICABLE: DE, MA, MN	(N)	198-201	4						
12	ELECT OR REJECT COVERAGE INDICATOR A general use code indicating whether the individual is included or excluded: <table border="0"> <tr> <td>Code</td> <td>Description</td> </tr> <tr> <td>Y</td> <td>Include (Elect)</td> </tr> <tr> <td>N</td> <td>Exclude (Reject)</td> </tr> </table> NOT APPLICABLE: MA, MN	Code	Description	Y	Include (Elect)	N	Exclude (Reject)	(A)	202	1
Code	Description									
Y	Include (Elect)									
N	Exclude (Reject)									
13	RESERVED FOR FUTURE USE		203-204	2						
14	APPLICANT CORPORATE OFFICERS, SOLE PROPRIETORS, PARTNERS OR MEMBERS OF A LIMITED LIABILITY COMPANY DATE OF BIRTH (NC ONLY) Report the date of birth of the person named in positions 51-110, formatted YYYYMMDD.	(N)	205-212	8						
15	RESERVED FOR FUTURE USE		213-350	138						

Field No	Field Title/Description	Class	Position	Bytes
X. INSURANCE RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "10".	(AN)	49-50	2
	NOT APPLICABLE: MA			
4	NO PREVIOUS COVERAGE IN THIS STATE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	51	1
	Code Description			
	Y There has been previous coverage in this state.			
	N There has not been previous coverage in this state.			
	OPTIONAL: WI			
5	NO PREVIOUS INSURANCE CODE Report the 1-digit code to clarify why the applicant was not previously insured:	(AN)	52	1
	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 (Report text description in Positions 128-167)			
	NOT APPLICABLE: DE, MN			
	OPTIONAL: WI			
6	PREVIOUS COVERAGE IN ANY OTHER STATE INDICATOR (NC ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	53	1
	Code Description			
	Y There has been previous coverage in any other state.			
	N There has not been previous coverage in any other state.			

Field No.	Field Title/Description	Class	Position	Bytes
7	PREVIOUS ASSIGNED RISK COVERAGE INDICATOR (MN ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	54	1
	Code Description			
	Y There has been previous assigned risk coverage in this state.			
	N There has not been previous assigned risk coverage in this state.			
8	NAME OR OWNERSHIP CHANGE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	55	1
	Code Description			
	Y There has been a name change, consolidation, merger or ownership change within the last five years.			
	N There has not been a name change, consolidation, merger or ownership change within the last five years.			
	If "Y", Contact Pool about an ERM-14.			
	NC: If "Y", attach an ERM-14 Ownership Form.			
9	NAME OR OWNERSHIP CHANGE PREVIOUS NAME If Position 55 is "Y", report name prior to name change, consolidation, merger or ownership change.	(A)	56-115	60
10	NAME OR OWNERSHIP CHANGE DATE OF CHANGE If Position 55 is "Y", report date of name change, consolidation, merger or ownership change, formatted YYYYMMDD.	(N)	116-123	8
11	RESERVED FOR FUTURE USE		124-125	2
12	BUSINESS PURCHASED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	126	1
	Code Description			
	Y The applicant business has been purchased.			
	N The applicant business has not been purchased.			
	NOT APPLICABLE: DE, NC			

Field No.	Field Title/Description	Class	Position	Bytes
13	<p>OWNERSHIP INTEREST IN ANY OTHER BUSINESS INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description</p> <p>Y Owners or officers have had ownership interest in another entity, either currently or previously existing.</p> <p>N Owners or officers have never had ownership interest in another entity, either currently or previously existing.</p> <p>NOT APPLICABLE: DE, MN, NC</p> <p>OPTIONAL: WI</p>	(A)	127	1
14	<p>TEXT FOR "OTHER" NO PREVIOUS INSURANCE Report the text describing the reason for no previous insurance if code 6 is reported in No Previous Insurance (Position 52) of Insurance Record.</p> <p>NOT APPLICABLE: DE, MN</p> <p>OPTIONAL: WI</p>	(AN)	128-167	40
15	RESERVED FOR FUTURE USE		168-350	223

Field No.	Field Title/Description	Class	Position	Bytes
XI. PRIOR POLICY INSURANCE RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "11".	(AN)	49-50	2
	NOTE: PRIOR POLICY DATA ELEMENTS - populate fields with the most current prior policy elements first using three occurrences as needed.			
	OPTIONAL: WI			
4	PRIOR POLICY STATE Report the U.S. Postal Service abbreviation for the state providing previous coverage.	(A)	51-52	2
	NOT APPLICABLE: MA, WI			
5	PRIOR POLICY INSURANCE COMPANY CODE Report the 5-digit code assigned by NCCI or other jurisdictions of the insurance company providing previous coverage.	(N)	53-57	5
	NOT APPLICABLE: MA, NC			
	NOTE: (NC Only)- Report the name of the insurance company providing previous coverage in Positions 207-246.			
6	PRIOR POLICY PERIOD FROM DATE Report the effective date of the policy providing previous coverage, formatted YYYYMMDD.	(N)	58-65	8
7	PRIOR POLICY PERIOD TO DATE Report the expiration date of the policy providing previous coverage, formatted YYYYMMDD. If the policy has been canceled, report the cancellation date.	(N)	66-73	8
8	PRIOR POLICY NUMBER IDENTIFIER Report the policy number of the policy providing previous coverage.	(AN)	74-91	18

Field No.	Field Title/Description	Class	Position	Bytes
9	PRIOR POLICY ANNUAL PREMIUM Report the annual premium in dollars of the policy providing previous coverage. NOT APPLICABLE: WI	(N)	92-101	10
10	PRIOR POLICY IN FORCE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable. Code Description Y Workers Compensation Insurance coverage is currently in force. N Workers Compensation Insurance coverage is not currently in force. NOT APPLICABLE: MA, NC, WI	(A)	102	1
11	PRIOR POLICY STATE Report the U.S. Postal Service abbreviation for the state providing previous coverage. NOT APPLICABLE: MA, WI	(A)	103-104	2
12	PRIOR POLICY INSURANCE COMPANY CODE Report the 5-digit code assigned by NCCI or other jurisdictions of the insurance company providing previous coverage. NOT APPLICABLE: MA, NC NOTE: (NC only) - Report the name of the insurance company providing previous coverage in Positions 247-286.	(N)	105-109	5
13	PRIOR POLICY PERIOD FROM DATE Report the effective date of the policy providing previous coverage, formatted YYYYMMDD.	(N)	110-117	8
14	PRIOR POLICY PERIOD TO DATE Report the expiration date of the policy providing previous coverage, formatted YYYYMMDD. If the policy has been canceled, report the cancellation date.	(N)	118-125	8
15	PRIOR POLICY NUMBER IDENTIFIER Report the policy number of the policy providing previous coverage.	(AN)	126-143	18
16	PRIOR POLICY ANNUAL PREMIUM Report the annual premium in dollars of the policy providing previous coverage. NOT APPLICABLE: WI	(N)	144-153	10

Field No.	Field Title/Description	Class	Position	Bytes						
17	PRIOR POLICY IN FORCE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	154	1						
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Workers Compensation Insurance coverage is currently in force.</td> </tr> <tr> <td>N</td> <td>Workers Compensation Insurance coverage is not currently in force.</td> </tr> </tbody> </table> <p>NOT APPLICABLE: MA, NC, WI</p>	Code	Description	Y	Workers Compensation Insurance coverage is currently in force.	N	Workers Compensation Insurance coverage is not currently in force.			
Code	Description									
Y	Workers Compensation Insurance coverage is currently in force.									
N	Workers Compensation Insurance coverage is not currently in force.									
18	PRIOR POLICY STATE Report the U.S. Postal Service abbreviation for the state providing previous coverage.	(A)	155-156	2						
	NOT APPLICABLE: MA, WI									
19	PRIOR POLICY INSURANCE COMPANY CODE Report the 5-digit code assigned by NCCI or other jurisdictions of the insurance company providing previous coverage.	(N)	157-161	5						
	NOT APPLICABLE: MA, NC									
	NOTE: (NC only) - Report the name of the insurance company providing previous coverage in Positions 287-326.									
20	PRIOR POLICY PERIOD FROM DATE Report the effective date of the policy providing previous coverage, formatted YYYYMMDD.	(N)	162-169	8						
21	PRIOR POLICY PERIOD TO DATE Report the expiration date of the policy providing previous coverage, formatted YYYYMMDD. If the policy has been canceled, report the cancellation date.	(N)	170-177	8						
22	PRIOR POLICY NUMBER IDENTIFIER Report the policy number of the policy providing previous coverage.	(AN)	178-195	18						
23	PRIOR POLICY ANNUAL PREMIUM Report the annual premium in dollars of the policy providing previous coverage.	(N)	196-205	10						
	NOT APPLICABLE: WI									

Field No.	Field Title/Description	Class	Position	Bytes						
24	PRIOR POLICY IN FORCE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	206	1						
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Workers Compensation Insurance coverage is currently in force.</td> </tr> <tr> <td>N</td> <td>Workers Compensation Insurance coverage is not currently in force.</td> </tr> </tbody> </table> <p>NOT APPLICABLE: MA, NC, WI</p>	Code	Description	Y	Workers Compensation Insurance coverage is currently in force.	N	Workers Compensation Insurance coverage is not currently in force.			
Code	Description									
Y	Workers Compensation Insurance coverage is currently in force.									
N	Workers Compensation Insurance coverage is not currently in force.									
25	NAME OF PRIOR POLICY INSURANCE COMPANY Report the name of the insurance company providing the coverage reported in Positions 51-52, 58-65, 66-73, 74-91 and 92-101.	(AN)	207-246	40						
	NOT APPLICABLE: DE, MN, WI									
26	NAME OF PRIOR POLICY INSURANCE COMPANY Report the name of the insurance company providing the coverage reported in Positions 103-104, 110-117, 118-125, 126-143 and 144-153.	(AN)	247-286	40						
	NOT APPLICABLE: DE, MN, WI									
27	NAME OF PRIOR POLICY INSURANCE COMPANY Report the name of the insurance company providing the coverage reported in Positions 155-156, 162-169, 170-177, 178-195 and 196-205.	(AN)	287-326	40						
	NOT APPLICABLE: DE, MN, WI									
28	RESERVED FOR FUTURE USE		327-350							

Field No.	Field Title/Description	Class	Position	Bytes
XII. PREMIUM CALCULATION RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "12".	(AN)	49-50	2
4	RESERVED FOR FUTURE USE		51-52	2
5	MANUAL PREMIUM TOTAL Report the sum of premium for all class codes listed on the policy in whole dollars. NOT APPLICABLE: MA	(N)	53-62	10
6	INCREASED LIMITS PREMIUM Report the premium charge in whole dollars associated with the increased limits of liability.	(N)	63-72	10
7	RESERVED FOR FUTURE USE		73-74	2
8	SUBJECT PREMIUM TOTAL Report the sum of Manual Premium Total (Position 53-62) plus Increase Limits Premium (Position 63-72) in whole dollars. NOT APPLICABLE: MN	(N)	75-84	10
9	RESERVED FOR FUTURE USE		85-95	11
10	DIA ASSESSMENT RATE (MA ONLY) Report the DIA Assessment rate. There is an assumed decimal between Positions 96 and 97.	(N)	96-99	4
11	DIA ASSESSMENT CHARGE (MA ONLY) Report the DIA Assessment charge in whole dollars.	(N)	100-109	10
12	TOTAL ESTIMATED ANNUAL PREMIUM AMOUNT Report the sum of the Standard Premium Total plus credits or debits derived from any applicable Deductible, ARAP, Premium Discount, Former Self-Insurers Charge, QLMP, Expense Constant and/or Terrorism Charge in whole dollars. NOTE: Add Loss Constant for MA	(N)	110-119	10
14	DEPOSIT PREMIUM PERCENTAGE There is an assumed decimal between Position 130 and 131. NOT APPLICABLE: MA, NC	(N)	130-134	5

Field No.	Field Title/Description	Class	Position	Bytes												
15	INSTALLMENT BASIS/OPTION CODE Report the 1-digit code for the type of Installment Basis:	(N)	135	1												
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Annual-100%</td> </tr> <tr> <td>2</td> <td>Semi-Annual-75% N/A: MN, WI</td> </tr> <tr> <td>3</td> <td>Quarterly-50%</td> </tr> <tr> <td>4</td> <td>Monthly-25% N/A: NC</td> </tr> <tr> <td>5</td> <td>Balance due in 90 days-50% (WI only)</td> </tr> </tbody> </table>	Code	Description	1	Annual-100%	2	Semi-Annual-75% N/A: MN, WI	3	Quarterly-50%	4	Monthly-25% N/A: NC	5	Balance due in 90 days-50% (WI only)			
Code	Description															
1	Annual-100%															
2	Semi-Annual-75% N/A: MN, WI															
3	Quarterly-50%															
4	Monthly-25% N/A: NC															
5	Balance due in 90 days-50% (WI only)															
16	PAYROLL AMOUNTS LOWER INDICATOR (MN ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	136	1												
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Y</td> <td>Payroll amounts are lower than most recent policy or audit.</td> </tr> <tr> <td>N</td> <td>Payroll amounts are not lower than most recent policy or audit.</td> </tr> </tbody> </table>	Code	Description	Y	Payroll amounts are lower than most recent policy or audit.	N	Payroll amounts are not lower than most recent policy or audit.									
Code	Description															
Y	Payroll amounts are lower than most recent policy or audit.															
N	Payroll amounts are not lower than most recent policy or audit.															
17	PREMIUM DUE TOTAL Report the sum of Total Estimated Annual Premium Amount (Position 110-119) minus Assignment Deposit Premium Total (Header Record – Record Type Code 01, Positions 94-103). NOT APPLICABLE: MA, NC	(N)	137-148	12												
18	DEDUCTIBLE PER CLAIM CODE (MA ONLY) Report the 1-digit code for the claim deductible amount:	(N)	149	1												
	<table border="1"> <thead> <tr> <th>Code</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>500</td> </tr> <tr> <td>2</td> <td>1,000</td> </tr> <tr> <td>3</td> <td>2,000</td> </tr> <tr> <td>4</td> <td>2,500</td> </tr> <tr> <td>5</td> <td>5,000</td> </tr> </tbody> </table>	Code	Description	1	500	2	1,000	3	2,000	4	2,500	5	5,000			
Code	Description															
1	500															
2	1,000															
3	2,000															
4	2,500															
5	5,000															
19	RESERVED FOR FUTURE USE		150-350	201												

Field No	Field Title/Description	Class	Position	Bytes
XIII. APPLICANTS STATEMENT RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "13".	(AN)	49-50	2
4	SUB RECORD TYPE CODE – DECLINATION NUMBER	(N)	51	1
	NOTE: Use 1 for first declination and increment for any subsequent declination records.			
	NOT APPLICABLE: MA, NC, WI			
5	APPLICANT DECLINATION STATEMENT NAME OF INSURANCE COMPANY Report the name of the insurance company declining to insure the applicant.	(AN)	52-111	60
	NOT APPLICABLE: MA, NC, WI			
6	APPLICANT DECLINATION STATEMENT FULL NAME OF UNDERWRITER Report the name of the insurance company's representative declining to insure the applicant.	(AN)	112-171	60
	NOT APPLICABLE: MA, NC, WI			
7	APPLICANT DECLINATION STATEMENT SOLICITATION DATE Report the date the applicant was declined insurance, formatted YYYYMMDD.	(N)	172-179	8
	NOT APPLICABLE: MA, NC, WI			
8	APPLICANT DECLINATION STATEMENT TELEPHONE NUMBER OF REPRESENTATIVE DECLINING (DE ONLY) Report the telephone number of the insurance company's representative declining to insure the applicant.	(N)	180-189	10
9	APPLICANT STATEMENT EMPLOYER SIGNATURE INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	190	1
	Code	Description		
	Y	The Applicant Statement has been signed.		
	N	The Applicant Statement has not been signed.		
	NOTE: This field should be space filled for sub record type code – declination numbers greater than 1			

Field No.	Field Title/Description	Class	Position	Bytes
10	PRINTED SIGNATURE NAME OF PERSON SIGNING APPLICATION If Applicant Statement Employer Signature Indicator is "Y", report the name of the person signing the application. NOT APPLICABLE: MA, MN NOTE: This field should be space filled for sub record type code – declination numbers greater than 1.	(AN)	191-250	60
11	TITLE OF PERSON SIGNING THE APPLICATION If Applicant Statement Employer Signature Indicator is "Y", report the title of the person signing the application. NOT APPLICABLE: MA, MN NOTE: This field should be space filled for sub record type code – declination numbers greater than 1.	(AN)	251-310	60
12	APPLICANT STATEMENT EMPLOYER SIGNATURE DATE If Applicant Statement Employer Signature Indicator is "Y", report the date the person signed the application, formatted YYYYMMDD. NOTE: This field should be space filled for sub record type code – declination numbers greater than 1. NOT APPLICABLE: MA	(N)	311-318	8
13	RESERVED FOR FUTURE USE		319-350	32

Field No	Field Title/Description	Class	Position	Bytes
XIV. AGENT IDENTIFICATION RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "14".	(AN)	49-50	2
4	NAME OF AGENT Name of the agent signing the application. OPTIONAL: WI	(AN)	51-80	30
5	NAME OF AGENCY Report the name of the agency responsible for placing the application. OPTIONAL: WI	(AN)	81-110	30
6	RESERVED FOR FUTURE USE		111-350	240

Field No	Field Title/Description	Class	Position	Bytes
XV. AGENT SECTION RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "15".	(AN)	49-50	2
4	AGENT'S TELEPHONE NUMBER The general telephone number of the agent or agency, formatted 3-digit area code followed by 7-digit phone number. OPTIONAL: WI	(N)	51-60	10
5	AGENT'S FAX NUMBER The general fax number of the agent or agency, formatted 3-digit area code followed by 7-digit phone number. NOT APPLICABLE: MA, MN OPTIONAL: WI	(N)	61-70	10
6	AGENT'S E-MAIL ADDRESS The E-mail address of the agent. OPTIONAL: WI	(AN)	71-100	30
7	AGENCY FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) Report the Federal Identification Number corresponding to the agency being reported. OPTIONAL: WI	(AN)	101-109	9
8	AGENT'S SOCIAL SECURITY NUMBER Report the identification number corresponding to the agent signing the application. NOT APPLICABLE: MA, MN, NC OPTIONAL: WI	(AN)	110-118	9
9	AGENT'S SERVICE FEE INDICATOR (MN ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	119	1
	Code Description			
	Y The Agent is charging a service fee.			
	N The Agent is not charging a service fee.			

Field No.	Field Title/Description	Class	Position	Bytes
10	AGENT'S SIGNATURE DATE Report the date the agent signed the application, formatted YYYYMMDD. NOT APPLICABLE: MA	(N)	120-127	8
11	RESERVED FOR FUTURE USE		128	1
12	LICENSE NUMBER Report the agent's license number. NOT APPLICABLE: MN, NC	(AN)	129-138	10
13	RESERVED FOR FUTURE USE		139-350	212

Field No	Field Title/Description	Class	Position	Bytes
XVI. REMARKS RECORD				
1	LINK DATA		1-46	46
2	RESERVED FOR FUTURE USE		47-48	2
3	RECORD TYPE CODE Report "16".	(AN)	49-50	2
4	REMARK TYPE CODE Report the remark type code from the following list:	(N)	51-53	3
	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 Entity 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.
5	REMARK TYPE SEQUENCE NUMBER Report "001" for the first Text Record of a Remark Type Code. Report the next sequential number for each additional Remarks Record for the Remark Type Code.	(N)	54-56	3

NOT APPLICABLE: MA

Field No	Field Title/Description	Class	Position	Bytes
6	REMARK TEXT Report the text of the Remark	(AN)	57-306	250
7	RESERVED FOR FUTURE USE		307-350	44

Field No.	Field Title/Description	Class	Position	Bytes
-----------	-------------------------	-------	----------	-------

XVII. ATTACHMENTS IDENTIFICATION RECORD

1	LINK DATA		1-46	46
---	------------------	--	------	----

2	STATE Report the U.S. Postal Service abbreviation for which the indicated attachment(s) apply.	(A)	47-48	2
---	----------------------------------------------------------------------------------------------------------	-----	-------	---

NOT APPLICABLE: WI

3	RECORD TYPE CODE Report "17".	(AN)	49-50	2
---	-----------------------------------------	------	-------	---

4	PREMIUM FINANCE AGREEMENT ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	51	1
---	------------------------------------------------------------------------------------------------------------------	-----	----	---

Code Description

Y A copy of the premium finance agreement is attached.
 N A copy of the premium finance agreement is not attached.

NOT APPLICABLE: MN, NC

5	LABOR CONTRACTOR SUPPLEMENTAL EMPLOYEE LEASING APPLICATION ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	52	1
---	---------------------------------------------------------------------------------------------------------------------------------------------------	-----	----	---

Code Description

Y An Employee Leasing Supplemental Application, Side A is attached.
 N An Employee Leasing Supplemental Application, Side A is not attached.

NOT APPLICABLE: DE, MN, WI

6	CLIENT SUPPLEMENTAL EMPLOYEE LEASING APPLICATION ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	53	1
---	-----------------------------------------------------------------------------------------------------------------------------------------	-----	----	---

Code Description

Y An Employee Leasing Supplemental Application, Side B is attached.
 N An Employee Leasing Supplemental Application, Side B is not attached.

NOT APPLICABLE: DE, MN, WI

ATTACHMENTS IDENTIFICATION RECORD

Field No.	Field Title/Description	Class	Position	Bytes
7	<p>TRUCKERS SUPPLEMENTAL APPLICATION ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A Truckers Supplemental Application is attached. N A Truckers Supplemental Application is not attached.</p> <p>NOT APPLICABLE: MA, MN, WI</p>	(A)	54	1
8	<p>WISCONSIN SUPPLEMENTARY NON ELECTION FORM ATTACHED INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A Wisconsin Supplementary Non Election Form is attached. N A Wisconsin Supplementary Non Election Form is not attached.</p>	(A)	55	1
9	<p>WISCONSIN SUPPLEMENTARY ELECTION OF COVERAGE FORM ATTACHED INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A Wisconsin Supplementary Election of Coverage Form is attached. N A Wisconsin Supplementary Election of Coverage Form is not attached.</p>	(A)	56	1
10	<p>WISCONSIN SUPPLEMENTARY LIMITED OTHER STATES COVERAGE REQUEST ATTACHED INDICATOR (WI ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A Wisconsin Supplementary Limited Other States Coverage Request is attached. N A Wisconsin Supplementary Limited Other States Coverage Request is not attached.</p>	(A)	57	1
11	<p>EXPERIENCE MODIFICATION RATING/MERIT RATING ADJUSTMENT WORKSHEET ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable</p> <p>Code Description Y An Experience Modification Rating Worksheet is attached. N An Experience Modification Rating Worksheet is not attached.</p> <p>NOT APPLICABLE: MN</p>	(A)	58	1

ATTACHMENTS IDENTIFICATION RECORD

Field No.	Field Title/Description	Class	Position	Bytes
12	RESERVED FOR FUTURE USE		59-60	2
13	BANKRUPTCY FILING ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	61	1
	Code Description			
	Y A Bankruptcy Filing is attached.			
	N A Bankruptcy Filing is not attached.			
	NOT APPLICABLE: DE, MN, NC			
14	OUTSTANDING BALANCE DISPUTE / PREMIUM AGREEMENT CORRESPONDENCE ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	62	1
	Code Description			
	Y Outstanding Balance Dispute/Premium Agreement Correspondence is attached.			
	N Outstanding Balance Dispute/Premium Agreement Correspondence is not attached.			
	NOT APPLICABLE: DE, MN, WI			
15	ERM-14 OWNERSHIP FORM ATTACHED INDICATOR Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	63	1
	Code Description			
	Y An ERM-14 Ownership Form is attached.			
	N An ERM-14 Ownership Form is not attached.			
	NOT APPLICABLE: MN			
16	COPY OF NONRENEWAL OR CANCELLATION ATTACHED INDICATOR (MA ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	64	1
	Code Description			
	Y An Experience Mod Rating Worksheet is attached.			
	N An Experience Mod Rating Worksheet is not attached.			
17	COPY OF APPROVED DIA FORM 153, AFFIDAVIT OF EXEMPTION FOR CERTAIN CORPORATE OFFICERS, ATTACHED INDICATOR (MA ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.	(A)	65	1
	Code Description			
	Y A copy of the approved DIA Form 153 is attached.			
	N A copy of the approved DIA Form 153 is not attached.			

ATTACHMENTS IDENTIFICATION RECORD

Field No.	Field Title/Description	Class	Position	Bytes
18	<p>COPY OF LETTER FROM SOLE PROPRIETOR OR PARTNERS ELECTING COVERAGE ATTACHED INDICATOR (MA ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A copy of the sole proprietor or partner's letter electing coverage is attached. N A copy of the sole proprietor or partner's letter electing coverage is not attached.</p>	(A)	66	1
19	<p>COPY OF FORM 941S OR DET FORM 1S ATTACHED INDICATOR (MA ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A copy of Form 941s or DET Form 1s is attached. N A copy of Form 941s or DET Form 1s is not attached.</p>	(A)	67	1
20	<p>COPY OF MASSACHUSETTS TEMPORARY EMPLOYMENT AFFIDAVIT INDICATOR (MA ONLY) Report "Y" (Yes) or "N" (No) in this field as applicable.</p> <p>Code Description Y A copy of Massachusetts Temporary Employment Affidavit is attached. N A copy of Massachusetts Temporary Employment Affidavit is not attached.</p>	(A)	68	1
21	RESERVED FOR FUTURE USE		69-350	282

WORKERS COMPENSATION NOTICE OF ASSIGNMENT

REPORTING SPECIFICATIONS (WCNOA)

SECTION IV

DATA COLLECTION ORGANIZATION DIFFERENCES

NOTE: Refer to individual field descriptions for specific DCO requirements.

**DCO DIFFERENCES
 IN WCNOA SPECIFICATIONS**

	DE	MA	MN	NC	WI
LINK DATA					
Carrier Code					
Notice of Assignment Identifier					
Revision Indicator				N/A	
Assignment Effective Date					
Assignment Issue Date					
HEADER RECORD – 01					
Record Type Code					
Experience Rating Code	N/A	+	N/A	+	
Interstate Risk ID Number	N/A		N/A	N/A	
Assignment Expiration Date			N/A	N/A	N/A
Employee Leasing Policy Type Code	N/A		N/A	N/A	N/A
Legal Nature of Insured Code					+
Policy Minimum Premium Amount					
Policy Estimated Standard Premium Total					
Assignment Deposit Premium Total					
Billing Frequency Code	N/A	N/A	+	+	+
Employer Liability Limit Amount- Bodily Injury By Accident— Each Accident Amount					
Employer Liability Limit Amount - Bodily Injury By Disease— Policy Limit Amount					
Employer Liability Limit Amount - Bodily Injury By Disease— Each Employee Amount					
Text for “Other” Legal Nature of Insured					
NAME RECORD - 02					
Record Type Code					
Type of Name Code			+		
Name Link Identifier					
Name of Insured					
Applicant Federal Employer ID No. (FEIN)					OPT
Applicant Social Security Number		N/A		N/A	
Continuation Sequence Number					
State Code	N/A	N/A		N/A	N/A
State Unemployment Number	N/A	N/A		N/A	N/A

+ The data element is applicable; however special data population rules may apply and/or some code values may be optional or not applicable for this DCO. Refer to the data element description for details.

	DE	MA	MN	NC	WI
ADDRESS RECORD - 03					
Record Type Code					
Address Type Code	+	+	+	+	+
Foreign Address Indicator					
Address Structure Code		+	+		
Address- Street					
Address- City					
Address- State					
Address- Zip Code					
Name Link Identifier					
State Code Link					
Exposure Record Link Identifier		N/A			N/A
Geographic Area					
Country Code				N/A	
STATE PREMIUM RECORD - 04					
State Code					
Record Type Code					
Independent DCO Risk ID Number/File Number/Account Number	OPT	+	+	+	+
Experience Modification Factor/Merit Rating Factor	+				
Experience Modification Status Code		N/A	N/A	N/A	
Estimated State Standard Premium Total					
Expense Constant Amount					
Loss Constant Amount	N/A		N/A	N/A	N/A
Premium Discount Amount		N/A	N/A	N/A	N/A
Anniversary Rating Date		+	N/A	N/A	+
Assigned Risk Adjustment Program Factor	N/A		N/A		N/A
EXPOSURE RECORD - 05					
State Code					
Record Type Code					
Classification Code					
Exposure Act/Exposure Coverage Code	+	+	+	+	+
Manual/Charged Rate					
Exposure Period Effective Date	N/A	+	N/A		
Estimated Exposure Amount					
Estimated Premium Amount					
Exposure Period Code	N/A		N/A		OPT
Name Link Identifier					
State Code Link					
Exposure Record Link Identifier		N/A			
GENERAL INFORMATION RECORD - 07					
Record Type Code					

+ The data element is applicable; however special data population rules may apply and/or some code values may be optional or not applicable for this DCO. Refer to the data element description for details.

	DE	MA	MN	NC	WI
Coverage Desired Date or Requested Effective Date		N/A			
Combinable ID Number	N/A	N/A	N/A		
Application Received Date					
Applicant Telephone Number					OPT
Applicant Fax Number	N/A	N/A	N/A		OPT
Applicant Email Address		N/A		N/A	OPT
Contact Person	N/A	N/A	N/A		
Contact Person Telephone Number	N/A		N/A		OPT
Applicant Number of Years in Business		N/A		N/A	OPT
Remarks Indicator		N/A			
Payment Type Code				+	+
Deposit Check/Electronic Fund Transfer Amt.					
Deposit Check/Electronic Fund Transfer Date	N/A		N/A		
Deposit Check/Electronic Fund Transfer No.	N/A		N/A		
Application ID Number	N/A		N/A		N/A
User ID	N/A	N/A	N/A	N/A	OPT
Letter ID	N/A		N/A	N/A	N/A
GENERAL/SUPPLEMENTAL INFORMATION RECORD – 08					
Record Type Code					
Admiralty or FELA - Coverage II – Voluntary Compensation Code	N/A		N/A	N/A	N/A
Admiralty or FELA – Increased Limits of Liability 25000/25000	N/A		N/A	N/A	N/A
Bankruptcy Indicator	N/A		N/A	N/A	
Lease Employees to Other Companies Indicator	N/A	N/A		N/A	N/A
Lease Employees From Other Companies Indicator	N/A	N/A		N/A	N/A
Lease Workers From a Labor Contractor Indicator	N/A	N/A	N/A		N/A
Lease Workers To Client Company Indicator	N/A	N/A	N/A		N/A
Seeking To Cover the Leased Workers Indicator	N/A	N/A	N/A		N/A
Temporary Help Agency Indicator	N/A	N/A		N/A	N/A
Unpaid Premium Due Indicator		N/A	N/A		N/A
Unpaid Premium In Dispute Indicator	N/A	N/A	N/A		N/A
Aircraft/Watercraft Indicator	N/A	N/A	N/A	N/A	
Barges, Vessels, Docks, Bridges Over Water Indicator	N/A	N/A	N/A	N/A	
Use Independent Contractors Indicator		N/A		N/A	N/A
Work Sublet Without Certificates of Insurance Indicator	N/A	N/A	N/A	N/A	
Formal Safety Program Indicator	N/A	N/A	N/A	N/A	
Employ Drivers Indicator	N/A	N/A	N/A	N/A	
Travel Out of State Indicator	N/A	N/A	N/A	N/A	
Athletic Teams Sponsored Indicator	N/A	N/A	N/A	N/A	
Prior Coverage Declined/Cancelled/ Non-Renewed Indicator		N/A	N/A	N/A	N/A
Employee Health Plans Provided	N/A	N/A	N/A	N/A	
Labor Interchange Indicator	N/A	N/A	N/A	N/A	

+ The data element is applicable; however special data population rules may apply and/or some code values may be optional or not applicable for this DCO. Refer to the data element description for details.

	DE	MA	MN	NC	WI
Employees Work at Home Indicator	N/A	N/A	N/A	N/A	
Trucking Classifications Apply Indicator		N/A	N/A		N/A
Description of Business/Operations Ind.					
Applicant related to Entity Indicator		N/A	N/A	N/A	N/A
Sub-Contractors User Indicator		N/A			N/A
Certificate of Insurance Indicator	N/A	N/A	N/A	N/A	
Other States Coverage Indicator		N/A	N/A		
United States Longshore and Harbor Workers Indicator			N/A		
Premium Finance Indicator		+		+	
Waiver of Our Rights Indicator			N/A		N/A
Supplemental Applications Indicator		N/A	N/A		
SUPPLEMENTAL/ELECTIONS INFORMATION RECORD – 09					
Record Type Code					
Name of Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company					
Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company Title					
Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company Duties					N/A
Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company Percentage of Ownership	N/A				
Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company Social Security Number	N/A	N/A		N/A	N/A
Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company Salary					
Subject to Minimums & Maximums Indicator		N/A		N/A	
Classification Code	N/A	N/A	N/A		
Elect or Reject Coverage Indicator		N/A	N/A		
Applicant Corporate Officer, Sole Proprietor, Partner, or Member of Limited Liability Company Date of Birth	N/A	N/A	N/A		N/A
INSURANCE RECORD – 10		N/A			
Record Type Code					
No Previous Coverage In This State Indicator					OPT
No Previous Insurance Code	N/A		N/A		OPT
Previous Coverage in Any Other State Indicator	N/A		N/A		N/A
Previous Assigned Risk Coverage Indicator	N/A			N/A	N/A
Name/Ownership Change Indicator				+	
Name/Ownership Change Previous Name					
Name/Ownership Change Date of Change					
Business Purchase Indicator	N/A			N/A	
Ownership Interest in Any Other Business Indicator	N/A		N/A	N/A	OPT
Text for "Other" No Previous Insurance	N/A		N/A		OPT
PRIOR POLICY INSURANCE RECORD - 11					OPT

+ The data element is applicable; however special data population rules may apply and/or some code values may be optional or not applicable for this DCO. Refer to the data element description for details.

	DE	MA	MN	NC	WI
Record Type Code					
Prior Policy State		N/A			N/A
Prior Policy Insurance Company Code		N/A		N/A+	
Prior Policy Period From Date					
Prior Policy Period To Date					
Prior Policy Number Identifier					
Prior Policy Annual Premium					N/A
Prior Policy in Force Indicator				N/A	N/A
Name of Prior Policy Insurance Company	N/A	N/A	N/A		N/A
PREMIUM CALCULATION RECORD – 12					
Record Type Code					
Manual Premium Total		N/A			
Increased Limits Premium					
Subject Premium Total			N/A		
DIA Assessment Rate	N/A		N/A	N/A	N/A
DIA Assessment Charge	N/A		N/A	N/A	N/A
Total Estimated Annual Premium Amount		+			
Deposit Premium Percentage		N/A		N/A	
Installment Basis/Option Code	+	+	+	+	+
Payroll Amounts Lower Indicator	N/A	N/A		N/A	N/A
Premium Due Total		N/A		N/A	
Deductible Per Claim Code	N/A		N/A	N/A	N/A
APPLICANTS STATEMENT RECORD – 13					
Record Type Code					
Sub Record Type Code – Declination Number		N/A		N/A	N/A
Applicant Declination Statement Name of Insurance Co		N/A		N/A	N/A
Applicant Declination Statement Full Name of Underwriter		N/A		N/A	N/A
Applicant Declination Statement Solicitation Date		N/A		N/A	N/A
Applicant Declination Statement Telephone Number of Representative Declining		N/A	N/A	N/A	N/A
Applicant Statement Employer Signature					
Printed Signature Name of Person Signing Application		N/A	N/A		
Title of Person Signing the Application		N/A	N/A		
Applicant Statement Employer Signature Date		N/A			
AGENT IDENTIFICATION RECORD - 14					
Record Type Code					
Name of Agent					OPT
Name of Agency					OPT
AGENT SECTION RECORD – 15					
Record Type Code					
Agent's Telephone Number					OPT
Agent's Fax Number		N/A	N/A		OPT
Agent's Email Address					OPT

+ The data element is applicable; however special data population rules may apply and/or some code values may be optional or not applicable for this DCO. Refer to the data element description for details.

	DE	MA	MN	NC	WI
Agency Federal Employer Identification Number (FEIN)					OPT
Agent's Social Security Number		N/A	N/A	N/A	OPT
Agent's Service Fee Indicator	N/A	N/A		N/A	N/A
Agent's Signature Date		N/A			
License Number			N/A	N/A	
REMARKS RECORD – 16					
Record Type Code					
Remark Type Code					
Remark Type Sequence Number		N/A			
Remark Text					
ATTACHMENTS IDENTIFICATION RECORD - 17					
State					N/A
Record Type Code					
Premium Finance Agreement Attached Indicator			N/A	N/A	
Labor Contractor Supplemental Employee Leasing Application Attached Indicator	N/A		N/A		N/A
Client Supplemental Employee Leasing Application Attached Indicator	N/A		N/A		N/A
Truckers Supplemental Application Attached Indicator		N/A	N/A		N/A
Wisconsin Supplementary Non Election Form Attached Indicator	N/A	N/A	N/A	N/A	
Wisconsin Supplementary Election of Coverage Form Attached Indicator	N/A	N/A	N/A	N/A	
Wisconsin Supplementary Limit Other States Coverage Request Attached Indicator	N/A	N/A	N/A	N/A	
Experience Mod Rating/Merit Rating Adjustment Worksheet Attached Indicator			N/A		
Bankruptcy Filing Attached Indicator	N/A		N/A	N/A	
Outstanding Balance Dispute/Premium Agreement Correspondence Attached Indicator	N/A		N/A		N/A
ERM - 14 Ownership Form Attached Indicator			N/A		
Copy of Nonrenewal or Cancellation Attached Indicator	N/A		N/A	N/A	N/A
Copy of Approved DIA Form 153, Affidavit of Exemption for Certain Corporate Officers, Attached Indicator	N/A		N/A	N/A	N/A
Copy of Letter from Sole Prop. Or Partners electing Coverage Attached Indicator	NA		N/A	NA	N/A
Copy of Form 941S or DET Form 1S Attached Indicator	N/A		N/A	N/A	N/A
Copy of MA Temporary Employment Affidavit Indicator	N/A		N/A	N/A	N/A

+ The data element is applicable; however special data population rules may apply and/or some code values may be optional or not applicable for this DCO. Refer to the data element description for details.