### Reporting Instructions
#### Mandatory Record Layout

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**PASP - PART III - SECTION C**


14th Edition - Effective 10-1-2009
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<td>Multi-Car Discount</td>
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**PASP - PART III - SECTION C**
14th Edition - Effective 10-1-2009
REPORTING INSTRUCTIONS
EXPANDED AND MANDATORY REPORTING

1. Statistical Plan Indicator Code (Field: Position 1)
   Report the applicable code to indicate Expanded or Mandatory reporting.

2. Transaction Type Code (Field: Position 2)
   Report the appropriate Transaction Type Code.

3. Reserved for Future Use (Field: Positions 3-4)
   Report blank.

4. Company Number (Field: Positions 5-8)
   Report the company number assigned by ISO.

5. Kind of Record Code (Field: Position 9)
   Report the appropriate Kind of Record Code.

6. Accounting Date (Field: Positions 10-15)
   Report the accounting month and year the transactions were entered on the company books, except for transactions reported under the quarterly reporting option, where accounting month must be the last month of the quarter being reported. Month requires a two-digit code and year, the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively.

7. Inception Date (Field: Positions 16-21)
   Report the inception month and year as defined in General Rules - Part I of this plan. Month requires a two-digit code and year, the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively.

8. Transaction Effective Date (Field: Positions 22-29)
   Report the effective month, day and year of the transaction. Month requires a two-digit code, day requires a two-digit code, and year requires the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively. Use the values 01-31 to represent the days of the month.

9. Transaction Expiration Date (Field: Positions 30-37)
   Report the expiration month, day and year of the transaction. Month requires a two-digit code, day requires a two-digit code, and year requires the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively. Use the values 01-31 to represent the days of the month.

10. State Code (Field: Positions 38-39)
    Report the State Code applicable to the principal place of garaging.

11. Territory Code (Field: Positions 40-42)
    Report the appropriate Territory Code, Town Code or Territory Identifier Code. Refer to Territory Code Reference Page in the coding section for details.

12. Zip Code (Field: Positions 43-47)
    Report the zip code applicable to the principal place of garaging. Zip code may be reported blank if the Territory Code is 050.

13. Reserved for Future Use (Field: Positions 48-51)
    Report blank.

14. Type of Business Code (Field: Position 52)
    Report the appropriate Type of Business Code.

15. Type of Policy Code (Field: Positions 53-54)
    Report the appropriate Type of Policy Code.
REPORTING INSTRUCTIONS
EXPANDED AND MANDATORY REPORTING

16. Reserved for Future Use (Field: Position 55)
Report blank.

17. Classification Code (Field: Positions 56–61)
Report the appropriate Classification Code assigned to the vehicle or risk. (Refer to Classification Appendix — Appendix A.*

18. Number of Vehicles Code (Field: Position 62)
EXPANDED REPORTING
Report the number of vehicles on the policy.
MANDATORY REPORTING
Report blank.

19. Number of Vehicles Rated With Youthful Code (Field: Position 63)
EXPANDED REPORTING ONLY
Report the number of vehicles to which a youthful Classification Code was applied in the rating of that vehicle.
MANDATORY REPORTING
Report blank.

20. Number of Operators on Policy (Field: Position 64)
EXPANDED REPORTING
Report the number of operators on the policy.
MANDATORY REPORTING
Report blank.

21. Number of Operators of Vehicle (Field: Position 65)
Other than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the number of operators assigned to the vehicle.

21.1. Principal/Non-Principal Operator Code (Field: Position 66)
EXPANDED AND MANDATORY
Other than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the appropriate Principal/Non-Principal Operator Code for the rated operator.

21.2. Reserved For Future Use (Field: Positions 67–82)
Report blank.

21.3. Persistency (Field Positions 83–88)
EXPANDED AND MANDATORY
Other than New Jersey
Report blank.

* New Jersey Tier Rated Business only – Positions 60–61 constitute 5th and 6th digit of Classification Code and "reflect eligibility points" of rated operator only.
21.3. Persistency (Field: Positions 83–88) (Cont'd)

New Jersey Tier Rated Business

Report the actual two-digit month (01–12) and four-digit year signifying the date from which the policy has been with the company or group continuously.

22. Reserved For Future Use (Field: Position 89)

Report blank.

23. Date Licensed Code (Field: Positions 90–95)

EXPANDED REPORTING

Report the actual two-digit month (01–12) and actual four-digit year in which the operator was licensed. (Note: For New Jersey Tier Rating, this applies to the rated operator.)

MANDATORY REPORTING

Other than New Jersey Voluntary/Tier Rated, New Jersey Assigned Risk or New York Assigned Risk Business

Report blank.

New Jersey Tier Rated, New Jersey Assigned Risk or New York Assigned Risk Business

Report the actual two-digit month (01–12) and actual four-digit year in which the classified operator was licensed. (Note: For New Jersey Tier Rating, this applies to the rated operator.)

24. Number of Traffic Convictions (Field: Positions 96–97)

EXPANDED REPORTING

Report blank.

MANDATORY REPORTING

Other than New York Assigned Risk

Report blank.

New York Assigned Risk Only

Report the number of traffic convictions.

25. Number of Traffic Convictions – Major (Field: Positions 98–99)

EXPANDED REPORTING

Report the number of major convictions.

MANDATORY REPORTING

Report blank.

26. Number of Traffic Convictions – Minor (Field: Positions 100–101)

EXPANDED REPORTING

Report the number of minor convictions.

MANDATORY REPORTING

Report blank.
27. Number Of Chargeable At-Fault Accidents (Field: Positions 102–103)

EXPANDED REPORTING
Report blank.

MANDATORY REPORTING
Other Than New York Assigned Risk
Report blank.

New York Assigned Risk only
Report the number of chargeable at-fault accidents.

28. Number Of At-Fault Accidents — Bodily Injury (Field: Positions 104–105)

EXPANDED REPORTING
Report the number of at-fault accidents involving or resulting in bodily injury or death. (Note: For New Jersey Tier Rated Business, report at-fault accidents for the rated operator only.)

MANDATORY REPORTING

Other Than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business

Report the number of at-fault accidents involving or resulting in bodily injury or death for the rated operator only.

29. Number Of Chargeable At-Fault Accidents — Property Damage Only (Field: Positions 106–107)

EXPANDED REPORTING
Report the number of chargeable at-fault accidents involving or resulting in damage to property only. (Note: For New Jersey Tier Rated Business, report the number of chargeable at-fault accidents for the rated operator only.)

MANDATORY REPORTING

Other than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business

Report the number of chargeable at-fault accidents involving or resulting in damage to property only for the rated operator.

30. Good Driver Discount Code (Field: Position 108)

EXPANDED AND MANDATORY
Report the appropriate Accident/Conviction Free Discount for Maryland only.

31. Driver Training Discount Code (Field: Position 109)

EXPANDED REPORTING
Report the appropriate Driver Training Discount Code.

MANDATORY REPORTING
Report blank.

32. Good Student Discount Code (Field: Position 110)

EXPANDED REPORTING
Report the appropriate Good Student Discount Code.

MANDATORY REPORTING

Voluntary Risks
Report blank.

Assigned Risks
Report the appropriate Good Student Discount Code.
33. Defensive Driver Discount Code (Field: Position 111)

EXPANDED AND MANDATORY
Report the appropriate Defensive Driver Course Discount Code for all states.

Note: In some states this discount may be referred to as a Mature/Senior Operator Course Discount, Accident Prevention Course Discount, Highway Traffic Safety Program or Driver Improvement Course Discount.

34. Anti-Lock Brake Discount Code (Field: Position 112)
Report the appropriate Anti-Lock Brake Discount Code.

35. Multi-Car Discount Code (Field: Position 113)

EXPANDED REPORTING
Report the appropriate Multi-Car Discount Code.

MANDATORY REPORTING

Other Than New Jersey
Report blank.

New Jersey Only

Voluntary Risks
Report the appropriate Multi-Car Discount Code.

Assigned Risks
Report blank.

36. Reserved For Future Use (Field: Positions 114–116)
Report blank.

36.1 Rate Level Indicator Code (Field: Position 117)

EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business
Report the appropriate one-digit Rate Level Indicator Code.

36.2 Point Forgiveness Code (Field: Position 118)

EXPANDED AND MANDATORY

Other Than New Jersey
Report blank.

New Jersey Voluntary/Tier Rated Business
Report the appropriate Point Forgiveness Code for the Rated Operator.

New Jersey Assigned Risk Business
Report the appropriate Point Forgiveness Code.

37. Daytime Running Lights Discount Code (Field: Position 119)

EXPANDED REPORTING
Report the appropriate DRL Discount Code.

MANDATORY REPORTING

Other than New York
Report blank.

New York Only
Report the appropriate DRL Discount Code.
38. Model Year (Field: Positions 120–123)
   Report the actual four-digit model year of the vehicle.

39. VIN (Field: Positions 124–140)
   Report either the first 10 positions (left justified) or the full 17 positions of the vehicle identification number as required.

40. Premium Record Identification (Field: Positions 141–160)
   Report the policy number or any other significant alphanumeric identification which will make it possible to locate the policy records in the company.

41. Reserved For Company Use (Field: Positions 161–190)
   This field is for company use only, and can be reported blank, or can contain any alphanumeric combination that suits the individual carrier's purposes.

42. Reserved For Future Use (Field: Position 191–193)
   Report blank.

43. Reserved For ISO Use (Field: Position 194)
   Report blank.

43.1 Number of At-Fault Accidents – Bodily Injury – Second Additional Driver (Field: Positions 195–198)
   EXPANDED AND MANDATORY
   Other Than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the number of at-fault accidents involving or resulting in bodily injury or death for the Second Additional Driver.

43.2 Number Of Chargeable At-Fault Accidents – Property Damage Only – Second Additional Driver (Field: Positions 197–198)
   MANDATORY AND EXPANDED
   Other than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the number of chargeable at-fault accidents involving or resulting in damage to property only for the Second Additional Driver.

43.3 Principal/Non-Principal Operator – First Additional Driver (Field: Position 199)
   EXPANDED AND MANDATORY
   Other Than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the appropriate Principal/Non-Principal Code for the First Additional Driver.

43.4 Principal/Non-Principal Operator – Second Additional Driver (Field: Position 200)
   EXPANDED AND MANDATORY
   Other Than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the appropriate Principal/Non-Principal Code for the Second Additional Driver.
44. Personal Automobile Statistical Plan (PASP) Subline of Business Code (Field: Positions 201–203)
   Report the PASP No-Fault Subline of Business Code reflecting the premium reported on the record.

45. Reserved For Future Use (Field: Positions 204–205)
   Report blank.

46. No-Fault Coverage Code (Field: Positions 206–208)
   EXPANDED REPORTING
   Report the appropriate No-Fault Coverage Code.
   MANDATORY REPORTING
   (Field: Position 206)
   Report blank.
   (Field: Positions 207–208) PIP Limit Code
   Report the appropriate PIP Limit Code.

47. Coordination Of No-Fault Benefits Code (Field: Positions 209–210)
   EXPANDED REPORTING
   Report the appropriate Coordination of No-Fault Benefits Code, if required; otherwise, report blank.
   MANDATORY REPORTING
   Report blank.

48. Type Of No-Fault Deductible (Field: Positions 211–212)
   EXPANDED REPORTING
   Report the appropriate Type of No-Fault Deductible Code.
   MANDATORY REPORTING
   Report blank.

49. Reserved For Future Use (Field: Position 213)
   Report blank.

50. No-Fault Deductible Amount (Field: Positions 214–217)
   EXPANDED REPORTING
   Report the appropriate No-Fault Deductible Amount right justified with leading zeroes; for full coverage, report blank. For deductible amounts of $10,000 or more, report code 9999.
   MANDATORY REPORTING
   (Field: Positions 214–216)
   Report blank.
   (Field: Position 217) PIP Deductible Code
   Report the appropriate PIP Deductible Code.

51. No-Fault Classification Code (Field: Positions 218–219)
   EXPANDED REPORTING
   For states where required, report the appropriate No-Fault Classification Code assigned to the vehicle or risk.
   All other states: report blank.
   MANDATORY REPORTING
   (Field: Positions 218–219) PIP Classification Code
   For states where required, report the appropriate PIP Classification Code assigned to the risk or the vehicle.
52. Type of No-Fault Co-Payment (Field: Position 220)
   EXPANDED REPORTING
   Report the appropriate type of co-payment (percentage, flat dollar) for Hawaii and New Jersey only. All other states, report blank.
   MANDATORY REPORTING
   (Field: Position 220)
   Report the appropriate type of co-payment (percentage, flat dollar) for Hawaii only. All other states, report blank.

53. No-Fault Co-Payment Amount (Field: Positions 221-223)
   EXPANDED REPORTING
   Report the appropriate co-payment amount, when applicable, for Hawaii and New Jersey only. Co-payment amount must be reported right justified, with leading zeros. For all other states, or for Hawaii and New Jersey when there is no co-payment, report blank.
   MANDATORY REPORTING
   (Field: Positions 221-223)
   Report the appropriate co-payment amount, when applicable, for Hawaii only. Co-payment amount must be reported right justified, with leading zeros. For all other states, or for Hawaii when there is no co-payment, report blank.

54. Reserved for Future Use (Field: Positions 224-254)
   Report blank.

55. Passive Restraint Code (Field: Position 255)
   EXPANDED REPORTING
   Report the appropriate Passive Restraint Code.
   MANDATORY REPORTING#
   Report the appropriate Passive Restraint Code.
   # optional 1-1-93; mandatory 1-1-94

56. Reserved For Future Use (Field: Position 256)
   Report blank.

57. State Exception Code (Field: Positions 257-258)
   EXPANDED REPORTING
   Report the appropriate two-digit State Exception Code as defined in the Expanded Reporting Section, if required; otherwise, report blank.
   MANDATORY REPORTING
   (Field: Position 257)
   Report blank.
   (Field: Position 258)
   Report the appropriate one-digit State Exception Code as defined in the Mandatory Reporting Section, if required; otherwise, report blank.

58. Reserved for Future Use (Field: Positions 259-256)
   Report blank.

58.1 Number of At-Fault Accidents -- Bodily Injury -- First Additional Driver (Field: Positions 267-258)
   EXPANDED AND MANDATORY
   Other than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the number of at-fault accidents involving or resulting in bodily injury or death for the First Additional Driver.
58.2 Number Of At-Fault Accidents -- Property Damage -- First Additional Driver (Field: Positions 269–270)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the number of chargeable at-fault accidents involving or resulting in damage to property only for the First Additional Driver.

58.3 Date Licensed Code -- First Additional Driver (Field: Positions 271–276)
EXPANDED AND MANDATORY
Other than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the actual two-digit month (01–12) and actual four-digit year in which the First Additional Driver was licensed.

58.4 Date Licensed Code -- Second Additional Driver (Field: Positions 277–282)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the actual two-digit month (01–12) and actual four-digit year in which the Second Additional Driver was licensed.

58.5 Eligibility Points -- First Additional Driver (Field: Positions 283–284)
EXPANDED AND MANDATORY
Other than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the appropriate 5th and 6th-digit of the Classification Code that reflects the eligibility points of the First Additional Driver.
REPORTING INSTRUCTIONS
EXPANDED AND MANDATORY REPORTING

58.6 Eligibility Points – Second Additional Driver (Field: Positions 285–286)
EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business

Report the appropriate 5th and 6th-digit of the Classification Code that reflects the eligibility points of the Second Additional Driver.

58.7 Point Forgiveness Code – First Additional Driver (Field: Position 287)
EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business

Report the appropriate Point Forgiveness Code for the First Additional Driver.

58.8 Point Forgiveness Code – Second Additional Driver (Field: Position 288)
EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business

Report the appropriate Point Forgiveness Code for the Second Additional Driver.

58.9 Reserved For Future Use (Field: Position 289)
Report blank.

59. No-Fault Premium Amount (Field: Positions 290–297)

Report the appropriate whole dollar amount. Rounding, when required, is to be accomplished by dropping 1 through 49 cents; and by increasing or decreasing the dollar amount by 1 (depending on whether the amount is positive or negative) for 50 through 99 cents. Amounts must be right justified with leading zeroes. See General Rules – Part I.

60. Annual Statement line of Business Code (Field: Positions 298–300)

Report the Annual Statement Line of Business Code to which the transaction was assigned.
REPORTING INSTRUCTIONS
EXPANDED AND MANDATORY REPORTING

1. Statistical Plan Indicator Code (Field: Position 1)
   Report the applicable code to indicate Expanded or Mandatory reporting.

2. Transaction Type Code (Field: Position 2)
   Report the appropriate Transaction Type Code.

3. Reserved for Future Use (Field: Positions 3-4)
   Report blank.

4. Company Number (Field: Positions 5-8)
   Report the company number assigned by ISO.

5. Kind of Record Code (Field: Position 9)
   Report the appropriate Kind of Record Code.

6. Accounting Date (Field: Positions 10-15)
   Report the accounting month and year the transactions were entered on the company books except for transactions reported under the quarterly reporting option where accounting month must be the last month of the quarter being reported. Month requires a two-digit code and year, the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively.

7. Inception Date (Field: Positions 16-21)
   Report the inception month and year as defined in General Rules - Part I of this plan. Month requires a two-digit code and year, the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively.

8. Reserved for Future Use (Field: Positions 22-28)
   Report blank.

9. Loss Date (Field: Positions 30-37)
   Report the month, day and year in which the loss occurred. Month requires a two-digit code, day requires a two-digit code, and year requires the actual four-digit year. Use the values 01-12 to represent the months January-December, respectively. Use the values 01-31 to represent the days of the month.

10. State Code (Field: Positions 38-39)
    Report the State Code applicable to the principal place of garaging.

11. Territory Code (Field: Positions 40-42)
    Report the appropriate Territory Code, Town Code or Territory Identifier Code. Refer to Territory Code Reference Page in the coding section for details.

12. Zip Code (Field: Positions 43-47)
    Report the zip code applicable to the principal place of garaging. Zip code may be reported blank if the Territory Code is 050.

13. Reserved for Future Use (Field: Positions 48-51)
    Report blank.

14. Type of Business Code (Field: Position 52)
    Report the appropriate Type of Business Code.

15. Type of Policy Code (Field: Positions 53-54)
    Report the appropriate Type of Policy Code.

16. Reserved for Future Use (Field: Position 55)
    Report blank.
REPORTING INSTRUCTIONS
EXPANDED AND MANDATORY REPORTING

17. Classification Code (Field: Positions 56–61)*
   Report the appropriate Classification Code assigned to the vehicle or risk. (Refer to Classification Appendix – Appendix A).

18. Number Of Vehicles Code (Field: Position 62)
   EXPANDED REPORTING
   Report the number of vehicles on the policy.
   MANDATORY REPORTING
   Report blank.

19. Number Of Vehicles Rated With Youthful Code (Field: Position 63)
   EXPANDED REPORTING
   Report the number of vehicles to which a youthful Classification Code was applied in the rating of that vehicle.
   MANDATORY REPORTING
   Report blank.

20. Number Of Operators on Policy (Field: Position 64)
   EXPANDED REPORTING
   Report the number of operators on the policy.
   MANDATORY REPORTING
   Report blank.

21. Number Of Operators of Vehicle (Field: Position 65)
   Other than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the number of operators assigned to the vehicle.

21.1 Principal/Non-Principal Operator Code (Field: Position 66)
   EXPANDED AND MANDATORY
   Other Than New Jersey Voluntary/Tier Rated Business
   Report blank.
   New Jersey Tier Rated Business
   Report the appropriate Principal/Non-Principal Operator Code for the rated operator.

21.2 Reserved For Future Use (Field: Positions 67–82)
   Report blank.

21.3 Persistency (Field: Positions 83–88)
   EXPANDED AND MANDATORY
   Other Than New Jersey Voluntary/Tier Rated Business
   Report blank.

* New Jersey Tier Rated Business Only – Positions 60–61 constitute 5th and 6th digit of Classification Code and reflect eligibility points of rated operator only.
21.3 Persistency (Field: Positions 83–88) (Cont'd)

New Jersey Voluntary/Tier Rated Business

Report the actual two-digit month (01–12) and four-digit year signifying the date from which the policy has been with the company or group continuously.

22. Reserved For Future Use (Field: Position 89)

Report blank.

23. Date Licensed Code (Field: Positions 90–95)

EXPANDED REPORTING

Report the actual two-digit month (01–12) and actual four-digit year in which the classified operator was licensed. (Note: For New Jersey Tier Rating, this applies to the rated operator.)

MANDATORY REPORTING

Other Than New Jersey Voluntary/Tier Rated; New Jersey Assigned Risk Or New York Assigned Risk Business

Report blank.

New Jersey Tier Rated, New Jersey Assigned Risk Or New York Assigned Risk Business

Report the actual two-digit month (01–12) and actual four-digit year in which the classified operator was licensed.

24. Number Of Traffic Convictions (Field: Positions 96–97)

EXPANDED REPORTING

Report blank.

MANDATORY REPORTING

Other Than New York Assigned Risk

Report blank.

New York Assigned Risk only

Report the number of traffic convictions.

25. Number Of Traffic Convictions – Major (Field: Positions 98–99)

EXPANDED REPORTING

Report the number of major convictions.

MANDATORY REPORTING

Report blank.

26. Number Of Traffic Convictions – Minor (Field: Positions 100–101)

EXPANDED REPORTING

Report the number of minor convictions.

MANDATORY REPORTING

Report blank.
27. Number Of Chargeable At-Fault Accidents (Field: Positions 102–103)

**EXPANDED REPORTING**
- Report blank.

**MANDATORY REPORTING**
- Other Than New York Assigned Risk
  - Report blank.
- New York Assigned Risk only
  - Report the number of chargeable at-fault accidents.

28. Number Of At-Fault Accidents – Bodily Injury (Field: Positions 104–105)

**EXPANDED REPORTING**
- Report the number of at-fault accidents involving or resulting in bodily injury or death. (Note: For New Jersey Tier Rated Business, report only at-fault accidents for the rated operator only.)

**MANDATORY REPORTING**
- Other Than New Jersey Voluntary/Tier Rated Business
  - Report blank.
- New Jersey Tier Rated Business
  - Report the number of at-fault accidents involving or resulting in bodily injury or death for the rated operator only.

29. Number Of Chargeable At-Fault Accidents – Property Damage Only (Field: Positions 106–107)

**EXPANDED REPORTING**
- Other than New Jersey Voluntary/Tier Rated Business
  - Report the number of chargeable at-fault accidents involving or resulting in damage to property only. (Note: For New Jersey Tier Rated Business, report the number of chargeable at-fault accidents for the rated operator only.)

**MANDATORY REPORTING**
- Other Than New Jersey Voluntary/Tier Rated Business
  - Report blank.
- New Jersey Tier Rated Business
  - Report the number of chargeable at-fault accidents involving or resulting in damage to property only for the rated operator.

30. Good Driver Discount Code (Field: Position 108)

**EXPANDED AND MANDATORY**
- Report the appropriate Accident/Conviction Free Discount for Maryland only.

31. Driver Training Discount Code (Field: Position 109)

**EXPANDED REPORTING**
- Report the appropriate Driver Training Discount Code.

**MANDATORY REPORTING**
- Report blank.
REPORTING INSTRUCTIONS
EXPANDED AND MANDATORY REPORTING

32. Good Student Discount Code (Field: Position 110)
EXPANDED REPORTING
Report the appropriate Good Student Discount Code.

MANDATORY REPORTING
Voluntary Risks
Report blank.

Assigned Risks
Report the appropriate Good Student Discount Code.

33. Defensive Driver Discount Code (Field: Position 111)
EXPANDED AND MANDATORY
Report the appropriate Defensive Driver Course Discount Code for all states.

Note: In some states this discount may be referred to as a Mature/Senior Operator Course Discount, Accident Prevention Course Discount, Highway Traffic Safety Program or Driver Improvement Course Discount.

34. Anti-Lock Brake Discount Code (Field: Position 112)
Report the appropriate Anti-Lock Brake Discount Code.

35. Multi-Car Discount Code (Field: Position 113)
EXPANDED REPORTING
Report the appropriate Multi-Car Discount Code.

MANDATORY REPORTING
Other than New Jersey
Report blank.

New Jersey Only
Voluntary Risks
Report the appropriate Multi-Car Discount Code.

Assigned Risks
Report blank.

36. Reserved for Future Use (Field: Positions 114–118)
Report blank.

36.1 Rate Level Indicator Code (Field: Position 117)
EXPANDED AND MANDATORY
Other than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business
Report the appropriate one-digit Rate Level Indicator Code.

36.2 Point Forgiveness Code (Field: Position 118)
EXPANDED AND MANDATORY
Other Than New Jersey
Report blank.

New Jersey Voluntary/Tier Rated Business
Report the appropriate Point Forgiveness Code for the rated operator.

New Jersey Assigned Risk Business
Report the appropriate Point Forgiveness Code.
37. Daytime Running Lights Discount Code (Field: Position 119)

EXPANDED REPORTING

Report the appropriate DRL Discount Code.

MANDATORY REPORTING

Other Than New York

Report blank.

New York Only

Report the appropriate DRL Discount Code.

38. Model Year (Field: Positions 120–123)

Report the actual four-digit model year of the vehicle.

39. VIN (Field: Positions 124–140)

Report either the first 10 positions (left justified) or the full 17 positions of the vehicle identification number as required.

40. Premium Record Identification (Field: Positions 141–160)

Report the policy number or any significant alphanumeric identification which will make it possible to locate the policy records in the company.

41. Reserved For Company Use (Field: Positions 161–190)

This field is for company use only and can be reported blank, or can contain any alphanumeric combination that suits the individual carrier's purpose.

42. Accident State Code (Field: Positions 191–192)

Report the appropriate Accident State Code in which the accident occurred.

43. Reserved For Future Use (Field: Position 193)

Report blank.

44. Reserved For ISO Use (Field: Position 194)

Report blank.

44.1 Number of At-Fault Accidents – Bodily Injury – Second Additional Driver (Field: Positions 195–196)

EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business

Report blank.

New Jersey Tier Rated Business

Report the number of at-fault accidents involving or resulting in bodily injury or death for the Second Additional Driver.

44.2 Number Of Chargeable At-Fault Accidents – Property Damage Only – Second Additional Driver (Field: Positions 197–198)

MANDATORY AND EXPANDED

Other Than New Jersey Voluntary/Tier Rated Business

Report blank.

New Jersey Tier Rated Business

Report the number of chargeable at-fault accidents involving or resulting in damage to property only for the Second Additional Driver.
44.3 Principal/Non-Principal Operator – First Additional Driver (Field: Position 199)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the appropriate Principal/Non-Principal Operator Code for the First Additional Driver.

44.4 Principal/Non-Principal Operator – Second Additional Driver (Field: Position 200)
EXPANDED AND MANDATORY
Other Than New Jersey Tier Voluntary/Rated Business
Report blank.
New Jersey Tier Rated Business
Report the appropriate Principal/Non-Principal Operator Code for the Second Additional Driver.

45. Personal Automobile Statistical Plan (PASP) Subline of Business Code (Field: Positions 201–203)
Report the PASP No-Fault Subline of Business Code reflecting the loss amount reported on the loss transaction record.

46. Type of Loss Code (Field: Positions 204–205)
Report the appropriate Type of Loss Code.
Type of Loss is not required for Paid or Outstanding Allocated Loss Adjustment Expense records.
47. No-Fault Coverage Code (Field: Positions 206-208)
   EXPANDED REPORTING
   Report the appropriate No-Fault Coverage Code.
   MANDATORY REPORTING
   Other than New Jersey
   (Field: Position 206)
   Report blank.
   (Field: Positions 207-208) PIP Limit Code
   Report the appropriate PIP Limit Code.
   New Jersey Only
   (Field: Positions 206-208) PIP Limit Code
   Report the appropriate 3-digit PIP Limit Code.

48. Coordination of No-Fault Benefits Code (Field: Positions 209-210)
   EXPANDED REPORTING
   Report the appropriate Coordination of No-Fault Benefits Code, if required; otherwise; report blank.
   MANDATORY REPORTING
   Report blank.

49. Type of No-Fault Deductible Code (Field: Positions 211-212)
   EXPANDED REPORTING ONLY
   Report the appropriate Type of No-Fault Deductible Code.
   MANDATORY REPORTING
   Report blank.

50. Reserved for Future Use (Field: Position 213)
   Report blank.

51. No-Fault Deductible Amount (Field: Positions 214-217)
   EXPANDED REPORTING
   Report the appropriate No-Fault Deductible Amount right justified with leading zeroes; for full coverage, report blank. For deductible amounts of $10,000 or more, report code 9999.
   MANDATORY REPORTING
   (Field: Positions 214-216)
   Report blank.
   (Field: Position 217) PIP Deductible Code
   Report the appropriate PIP Deductible Code.

52. No-Fault Classification Code (Field: Positions 218-219)
   EXPANDED REPORTING
   For states where required, report the appropriate No-Fault Classification Code assigned to the risk or the vehicle.
   All other states: report blank.
   MANDATORY REPORTING
   (Field: Positions 218-219) PIP Classification Code
   For states where required, report the appropriate PIP Classification Code assigned to the risk or the vehicle.

53. Type of No-Fault Co-Payment (Field: Position 220)
   EXPANDED REPORTING
   Report the appropriate type of co-payment (percentage, flat dollar) for Hawaii and New Jersey only.
   All other states, report blank.
   MANDATORY REPORTING
   (Field: Position 220)
   Report the appropriate type of co-payment (percentage, flat dollar) for Hawaii only.
   All other states, report blank.
54. No-Fault Co-Payment Amount (Field: Positions 221-223)

EXPANDED REPORTING
Report the appropriate co-payment amount, when applicable, for Hawaii and New Jersey only. Co-payment amount must be reported right-justified, with leading zeros. For all other states, or for Hawaii and New Jersey when there is no co-payment, report blank.

MANDATORY REPORTING
(Field: Positions 221–223)
Report the appropriate co-payment amount, when applicable, for Hawaii only. Co-payment amount must be reported right-justified, with leading zeros. For all other states, or for Hawaii when there is no co-payment, report blank.

55. Reserved For Future Use (Field: Positions 224-234)
Report blank.

56. Loss Record Identification (Field: Positions 235-254)
Report in positions 235-252 the occurrence identifier and in columns 253 and 254 the claim identifier. The first 18 digits of this field will be used as an occurrence identifier. It is imperative that this number be the same for all claims that arise from a single occurrence regardless of the type of loss. The last two digits of this field will be used as a claim identifier to distinguish claims that arise from a single occurrence.

You may use any alphanumeric combination in the two-digit claim identifier field.

57. Passive Restraint Code (Field: Position 255)

EXPANDED REPORTING
Report the appropriate Passive Restraint Code.

MANDATORY REPORTING
Report the appropriate Passive Restraint Code.

58. Reserved for Future Use (Field: Position 256)
Report blank.

59. State Exception Code (Field: Positions 257-258)

EXPANDED REPORTING
Report the appropriate two-digit State Exception Code as defined in the expanded reporting section, if required; otherwise, report blank.

MANDATORY REPORTING
(Field: Position 257)
Report blank.
(Field: Position 258)
Report the appropriate one-digit State Exception Code as defined in the mandatory reporting section, if required; otherwise, report blank.

60. Reserved For Future Use (Field: Positions 259-266)
Report blank.

60.1 Number Of At-Fault Accidents – Bodily Injury – First Additional Driver (Field: Positions 267-268)

EXPANDED AND MANDATORY
Other than New Jersey Voluntary/Tier Rated Business
Report blank.

New Jersey Tier Rated Business
Report the number of at-fault accidents involving or resulting in bodily injury or death for the First Additional Driver.
60.2 Number Of At-Fault Accidents – Property Damage -- First Additional Driver (Field: Positions 269–270)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the number of at-fault accidents involving or resulting in damage to property for the First Additional Driver.

60.3 Date Licensed Code – First Additional Driver (Field: Positions 271–276)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the actual two-digit month (01–12) and the actual four-digit year in which the First Additional Driver was licensed.

60.4 Date Licensed Code – Second Additional Driver (Field: Positions 277–282)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the actual two-digit month (01–12) and actual four-digit year in which the Second Additional Driver was licensed.

60.5 Eligibility Points – First Additional Driver (Field: Positions 283–284)
EXPANDED AND MANDATORY
Other Than New Jersey Voluntary/Tier Rated Business
Report blank.
New Jersey Tier Rated Business
Report the appropriate 5th and 6th digit of the Classification Code that reflects the eligibility points of the First Additional Driver only.
60.6 Eligibility Points – Second Additional Driver (Field: Positions 285-286)

EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business

Report blank.

New Jersey Tier Rated Business

Report the appropriate 5th and 6th digit of the Classification Code that reflects the eligibility points of the Second Additional Driver.

60.7 Point Forgiveness Code – First Additional Driver (Field: Position 287)

EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business

Report blank.

New Jersey Tier Rated Business

Report the appropriate Point Forgiveness Code for the First Additional Driver.

60.8 Point Forgiveness Code – Second Additional Driver (Field: Position 288)

EXPANDED AND MANDATORY

Other Than New Jersey Voluntary/Tier Rated Business

Report blank.

New Jersey Tier Rated Business

Report the appropriate Point Forgiveness Code for the Second Additional Driver.

61. Claim Count (Field: Position 289)

Report the Claim Count in accordance with the General Reporting Requirements of this module.

62. Loss Amount (Field: Positions 290-297)

Report the amount of the loss, allocated loss adjustment expense or salvage and subrogation to the nearest dollar amount. Rounding, when required, is to be accomplished by dropping 1 through 49 cents; and, by increasing or decreasing the dollar amount by 1 (depending on whether the amount is positive or negative) for 50 through 99 cents. Amounts must be reported right justified with leading zeroes. See General Rules – Part I.

63. Annual Statement Line of Business Code (Field: Positions 298-300)

Report the Annual Statement Line of Business Code to which the transaction was assigned.