1. Company Number (Field: Positions 1-4)
   Report the Company Number assigned by ISO.

2. Transaction Type Code (Field: Position 5)
   Report the appropriate Transaction Type Code.

3. Accounting Date (Field: Positions 6-7)
   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 one-digit code and year a one-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

4. Inception Date (Field: Positions 8-10)
   Report the inception month and year as defined in Part I, Section B, Rule 4. – General Rules – Premiums of this plan.
   
   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

5. Transaction Effective Date (Field: Positions 11-13)
   Report the effective month and year of the transaction.
   
   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

6. Transaction Expiration Date (Field: Positions 14-16)
   Report the expiration month and year of the transaction.
   
   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "10" will represent the month of November and the "12" will represent the month of December.

7. State Code (Field: Positions 17-18)
   Report the State Code of the location of property.

8. Reserved For Future Use (Field: Position 19)
   Report blank.

9. Territory Code (Field: Positions 20-21)
   For states that have adopted the Dwelling 189 Program, report the applicable Dwelling territory codes. For states that have not adopted the Dwelling 189 Program, report the applicable Personal Liability territory codes. For class 999, report blank.

10. Reserved For Future Use (Field: Positions 22-23)
    Report blank.

11. Annual Statement Line of Business Code (Field: Positions 24-26)
    Report the code of the Annual Statement Line of Business to which the transaction was assigned.

12. Personal Lines Statistical Plan (Other Than Automobile) (PLSP (OTA)) Subline Code (Field: Positions 27-29)
    Report the appropriate PLSP (OTA) Subline Code.

13. Exception Code (Field: Position 30)
    Report blank.

    On all residence premises premium records, report the appropriate Environmental Impairment Coverage Code for property remediation coverage for escaped liquid fuel and liability coverage for escaped liquid fuel or lead exposure. Otherwise, report blank.

15. Mold Coverage Code (Field: Position 32)
    For all residence Premises risks, report the appropriate Mold Coverage code to indicate the extent of coverage for losses due to fungi, wet or dry rot, or bacteria (including mold). Otherwise, report blank.

16. Umbrella Attachment Point code – Homeowners/Personal Liability (Field: Position 33)
    Report the attachment point, or required underlying homeowners/personal liability limit as specifically listed on the umbrella policy declarations page. Required on umbrella records (classification 986 only).
REPORTING INSTRUCTIONS

17. Umbrella Attachment Point Code – Personal Automobile Bodily Injury (Field: Position 34)
   Report the attachment point, or required underlying personal automobile bodily injury liability limit as specifically listed on the umbrella policy declarations page. Required on umbrella records (Classification 980 only).

18. Umbrella Underlying Homeowners/Personal Liability Policy Indicator (Field: Positions 35–36)
   Report the appropriate two-digit indicator of underlying homeowners/personal liability policy data. Required on umbrella records (Classification 980 only).

19. Umbrella Underlying Automobile Policy Indicator (Field: Positions 37–38)
   Report the appropriate two-digit indicator of underlying automobile policy data. Required on umbrella records (Classification 980 only).

20. Reserved For Future Use (Field: Position 39)
    Report blank.

21. Umbrella Risk Profile (Field: Positions 40–44)
    Report the appropriate Risk Profile codes according to the exposures present on the policy. Required on umbrella records (Classification 980 only).

22. Reserved For Future Use (Field: Positions 45–46)
    Report blank.

23. Classification Code (Field: Positions 47–49)
    Report the appropriate three-digit Classification Code.

24. Umbrella Endorsement Indicator Code (Field: Positions 50–51)
    Report the appropriate Umbrella Endorsement Indicator Code. Required on Umbrella records (Classification 980 only).

24.1 Reserved For Future Use (Field: Positions 52–54)
    Report blank.

25. Limit of Liability Code (Field: Position 55)
    Report the appropriate Limit of Liability Code. For classes 996 and 999, report blank.

26. Umbrella Uninsured/Underinsured Limit of Liability Code (Field: Position 56)
    Report the appropriate UM/UIM Limit of Liability Code. Required on umbrella records (Classification 980 only).

27. Umbrella Self-Insured Retention (SIR) (Field: Position 57)
    Report the appropriate "drop down" deductible, or self-insured retention applicable when umbrella coverage applies on a broadened basis. Required on umbrella records (Classification 980 only).

28. Reserved For Future Use (Field: Position 58)
    Report blank.

29. Exposure (Field: Positions 59–60)
    Report the number of Snowmobiles or Watercraft corresponding to the premium reported on the record, left zero filled, e.g. 1 = 01. For all other classifications, exposure is not required and must be reported blank.

30. Reserved For Future Use (Field: Positions 61–69)
    Report blank.

30.1 Reserved For ISO Use (Field: Position 70)
    Report blank.

31. State Exception Indicator Code (Field: Position 71)
    Report the appropriate State Exception Indicator Code.

32. Reserved For Future Use (Field: Position 72)
    Report blank.

33. Zip Code (Field: Positions 73–77)
    Report the five-digit ZIP Code for the insured location. For Personal Umbrella (Classification 980), use the ZIP Code of the primary residence on the policy.

34. Reserved For Future Use (Field: Positions 78–91)
    Report blank.

35. Company Program Exception Indicator (Field: Positions 92–93)
    Report Code 10 unless reported data represents a Company Program Exception as determined by ISO review. For Company Program Exceptions, report code as assigned by ISO on program by program basis.

36. Statistical Plan Indicator Code (Field: Position 94)

37. Reserved for Future Use (Field: Position 95)
    Report blank.
38. Premium Amount (Field: Positions: 86-103)
   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 reported right justified with leading zeros. Negative amounts must be signed in position 103.
   Positive amounts may be reported signed or unsigned in position 103. For detailed specifications, see page OR-7.

39. Reserved For Future Use (Field: Positions 104-117)
   Report blank.

40. Premium Record Identification (Field: Positions 118-130)
   Report the policy number or any other alphanumeric identification which will make it possible to locate the policy
   records in the company.

41. Positions For Company Use (Field: Positions 131-150)
   This field is for company use only, and may be reported blank, or may contain any alphanumeric combination that
   suits the individual carrier's purposes.
1. Company Number (Field: Positions 1-4)
   Report the Company Number assigned by ISO.

2. Transaction Type Code (Field: Position 5)
   Report the appropriate Transaction Type Code.

3. Accounting Date (Field: Positions 6-7)
   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 one-digit code and year a one-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "-" will represent the month of November and the "&" will represent the month of December.

4. Inception Date (Field: Positions 8-10)
   Report the Inception month and year as defined in Part I, Section B, Rule 4. — General Rules — Premiums of this plan.

   Month requires a one-digit code and year a two-digit code. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "-" will represent the month of November and the "&" will represent the month of December.

5. Loss Date (Field: Positions 11-15)
   Report the month, year and day in which the loss occurred.

   Month requires a one-digit code, year and day require two-digit codes. Use the values 1-9 to represent the months January-September, respectively. The value 0 (Zero) will represent the month of October, the "-" will represent the month of November and the "&" will represent the month of December.

6. Reserved For Future Use (Field: Position 16)
   Report blank.

7. State Code (Field: Positions 17-18)
   Report the State Code of the location of property.

8. Reserved For Future Use (Field: Position 19)
   Report blank.

9. Territory Code (Field: Positions 20-21)
   For states that have adopted the Dwelling 1989 Program, report the applicable Dwelling territory codes. For states that have not adopted the Dwelling 1989 Program, report the applicable Personal Liability territory codes. For class 999, report blank.

10. Reserved For Future Use (Field: Positions 22-23)
    Report blank.

11. Annual Statement Line of Business Code (Field Positions 24-26)
    Report the code of the Annual Statement Line of Business to which the transaction was assigned.

12. Personal Lines Statistical Plan (Other Than Automobile) (PLSP (OTA))
    Subline Code (Field: Positions 27-29)
    Report the appropriate PLSP (OTA) Subline Code.

13. Exception Code (Field: Position 30)
    Report blank.

    On all residence premises loss records, report the appropriate Environmental Impairment Coverage Code. Otherwise, report blank.

15. Mold Coverage Code (Field: Position 32)
    For all Residence Premises risks, report the appropriate Mold Coverage to indicate the extent of coverage for losses due to fungi, wet or dry rot, or bacteria (including mold). Otherwise, report blank.

16. Umbrella Attachment Point Code — Homeowners/Personal Liability (Field: Position 33)
    Report the attachment point, or required underlying homeowners/personal liability limit as specifically listed on the umbrella policy declarations page. Required on umbrella records (Classification 980 only).
REPORTING INSTRUCTIONS

17. Umbrella Attachment Point Code – Personal Automobile Bodily Injury (Field: Position 34)
   Report the attachment point, or required underlying personal automobile bodily injury liability limit as specifically listed on the umbrella policy declarations page. Required on umbrella records (Classification 980 only).

18. Umbrella Underlying Homeowners/Personal Liability Policy Indicator (Field: Positions 35–36)
   Report the appropriate two-digit indicator of underlying homeowners/personal liability policy data. Required on umbrella records (Classification 980 only).

19. Umbrella Underlying Automobile Policy Indicator (Field: Positions 37–38)
   Report the appropriate two-digit indicator of underlying automobile policy data. Required on umbrella records (Classification 980 only).

20. Reserved For Future Use (Field: Position 39)
   Report blank.

21. Umbrella Risk Profile (Field: Positions 40–44)
   Report the appropriate Risk Profile codes according to the exposures present on the policy. Required on umbrella records (Classification 980 only).

22. Reserved For Future Use (Field: Positions 45–46)
   Report blank.

23. Classification Code (Field: Positions 47–48)
   Report the appropriate three digit Classification Code.

24. Umbrella Endorsement Indicator Code (Field: Positions 50–51)
   Report the appropriate Umbrella Endorsement Indicator Code, Required on Umbrella records (Classification 980 only).

24.1 Reserved For Future Use (Field: Positions 52–54)
   Report blank.

25. Limit of Liability Code (Field: Position 55)
   Report the appropriate Limit of Liability Code. For classes 900 and 999, report blank.

26. Umbrella Uninsured/Underinsured Limit of Liability Code (Field: Position 56)
   Report the appropriate UM/UIM limit of liability code. Required on umbrella records (Classification 980 only).

27. Umbrella Self-Insured Retention (SIR) (Field: Position 57)
   Report the appropriate “drop down” deductible, or self-insured retention applicable when umbrella coverage applies on a broadened basis. Required on umbrella records (Classification 980 only).

28. Reserved For Future Use (Field: Positions 58–64)
   Report blank.

29. Cause of Loss Code (Field: Positions 65–66)
   Report the appropriate Cause of Loss Code.

30. Umbrella Type of Loss Indicator (Field: Positions 67–68)
   Report the appropriate Type of Loss Indicator. Required on umbrella records (Classification 980 only).

31. Reserved For Future Use (Field: Position 69)
   Report blank.

31.1 Reserved For ISO Use (Field: Position 70)
   Report blank.

32. State Exception Indicator Code (Field: Position 71)
   Report the appropriate State Exception Indicator Code.

33. Claim Count (Field: Position 72)
   Report the claim count in accordance with Part I, Section C, Rule 3. – General Rules – Losses of this Plan.
   Negative counts must be signed. Positive counts may be reported signed or unsigned. For detailed specifications, see page GR-7.

34. ZIP Code (Field: Positions 73–77)
   Report the five digit ZIP Code for the insured location. For Personal Umbrella (Classification 880), use the ZIP Code of the primary residence on the policy.

35. Reserved For Future Use (Field: Positions 78–81)
   Report blank.

36. Company Program Exception Indicator (Field: Positions 82–83)
   Report Code 10 unless reported data represents a Company Program Exception as determined by ISO review. For Company Program Exceptions, report code as assigned by ISO on program by program basis.

37. Statistical Plan Indicator Code (Field: Position 84)
REPORTING INSTRUCTIONS

38. **Reserved For Future Use (Field: Position 95)**
    Report blank.

39. **Loss Amount (Field: Positions 96-103)**
    Report the amount of the loss rounded to nearest dollar. 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 zeros. Negative amounts must be signed in position 103. Positive amounts may be reported signed or unsigned in position 103. For detailed specifications, see page GR-7.
    **Note:** For records reflecting excess losses under an umbrella coverage/policy (Classification 980), only the portion of loss attributable to the umbrella coverage should be reported.

40. **Loss Record Identification (Field: Positions 104-117)**
    Insert in positions 104-115 the occurrence identifier and in positions 116 and 117 the claim identifier. The first 12 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. The last two digits of this field may be used as a claim identifier to distinguish claims that arise from a single occurrence or may be left blank.

41. **Reserved For Future Use (Field: Positions 118-130)**
    Report blank. Premium Record Identification may optionally be reported.

42. **Positions For Company Use (Field: Position 131-150)**
    The field is for company use only, and may be reported blank, or may contain any alphanumeric combination that suits the individual carrier's purposes.
TO IDENTIFY THE REPORTING OF NEGATIVE AMOUNTS, REFER TO THE REPORTING INSTRUCTIONS IN EACH MODULE.