June 18, 2013

<u>CIRCULAR LETTER TO ALL MEMBER COMPANIES</u>

Re: NCRF FTP Instruction Guide - Version 3.9

Revisions have been made to the NCRF FTP Instruction Guide in the testing process for Accounting and Recoupment files. A "File Testing Tips" section has been added and format clarifications have been provided in the various file layouts.

For ease in identifying the changes, we have attached a tracked changes version of the Guide and embedded documents for the Cessions, Accounting and Recoupment File Layouts.

Please bring these changes to the attention of those responsible for the submission of FTP files to the NCRF. The NCRF FTP Instruction Guide can be accessed on our website at www.ncrb.org/ncrf.

Questions regarding this circular should be directed to our FTP Support at (919) 582-1056 or ftpsupport@ncrb.org.

Sincerely,

Edith T. Davis

Director, Reinsurance Facility

ETD/lad

RF-13-3

North Carolina Reinsurance Facility

FTP Instruction Guide

~~V 3.8~~V 3.9

Revision History

Name	Date	Release	Change Reason
NCRF FTP Support	04/06/2007	Version 1.0	Original
NCRF FTP Support	10/14/2007	Version 2.0	Misc. Additions
NCRF FTP Support	01/17/2008	Version 3.0	Updated Testing Process & added detail to file layout descriptions
NCRF FTP Support	6/27/2008	Version 3.1	Corrected typo in Cession file layout for current year format.
NCRF FTP Support	7/30/2009	Version 3.2	Updated Testing Process, removed obsolete references, corrected typos
NCRF FTP Support	09/24/2009	Version 3.3	Fixed Typos.
Bill Benton	09/20/2010	Version 3.4	Document reorganization and minor edits.
Bill Benton	05/04/2012	Version 3.5	Removed obsolete references and appendix charts A & B.
NCRF FTP Support	11/13/2012	Version 3.6	Removed obsolete references in Trading Partner Network Information Summary. Added new option 1 and made minor edits to other options in the section Options on How to Log in to the FTP Site. Added new section – Production FTP Sites Availability
NCRF FTP Support	04/11/2013	Version 3.7	In the "Production FTP Sites Availability" section - added a new "Note" that includes the IP addresses for the primary and secondary FTP servers
NCRF FTP Support	04/24/2013	Version 3.8	Changed Member Company to NCRF FTP Customer.
NCRF FTP Support	06/17/2013	Version 3.9	Updated the testing process for Accounting and Recoupment files. Added "File Testing Tips" section and clarifications to the file layouts.

Table of Contents

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Comment [VAP1]: Tracked changes keeps changing page 16 back to 15 on the NCRF FTP Customer FAQ's. Fix it after tracked changes is turned off.

GENERAL INFORMATION

NCRF FTP Customer Network Information Summary

This document presents an overview of the technologies and processes to exchange data with the North Carolina Reinsurance Facility (NCRF). It provides a form for collecting information about the nature of the information exchange and alternatives. The intended audience is both business partners and internal staff.

North Carolina Reinsurance Facility FTP setup is based on the industry standard methodologies using standard set of protocols that allows FTP connections to NCRF FTP site over the internet. Companies require a valid computer system, a connection to internet with reasonable connection speed and a valid FTP client to connect to our FTP sites.

For file transfers, File Transfer Protocol (FTP) is the most common file transport tool, using PGP encryption to provide data encryption. FTP encrypted with Secured Socket Layer (SSL) and FTP over Secure Shell (SSH) has gained a small percentage of the market and is supported by NCRF. NCRF usually pushes or pulls files from business partner FTP servers, but also has an FTP server for those business partners that do not have their own. File transfers initiated through HTTP/HTTPS are supported but have a limitation of uploading one file at a time and is not encouraged due to the necessity of manual intervention. However, should there be a situation where the NCRF FTP Customers are left without any FTP solution; they may turn to NCRF for suggestions as a last resort.

There are several technologies that are not supported by NCRF. These include automated file transfers using e-mail attachments. The NCRF network cannot support routing to non-registered (private) IP addresses.

ABOUT THIS GUIDE

This guide contains the instructions on how to connect to NCRF FTP sites and guidelines for submitting policies to the Facility.

Information relating to file layout, with examples, has been provided in the appendix section of this document.

FTP ACCOUNT SETUP & TESTING PROCESS

FTP Account Setup

In order for you to log into the NCRF FTP site, you must have an active "user ID" and "password".

Procedures to setup the FTP account for your company:

1. Fill out and email the embedded account request form to ftpsupport@ncrb.org.

FTP Account
Request Form

2. NCRF will send an email back with the account details.

3. Call FTP Support (*919-582-1056*) to get the password.

4. Test the connection by signing on to the test sites. Contact FTPSUPPORT in the case of any issue related to signing on.

5. Get familiar with the file layout, the naming convention and the FTP process before sending the first test file to us.

6. Send an email notification to "ftpsupport@ncrb.org" before uploading the first test file.

FTP Support and Assistance:

If at any time you need additional assistance or support with the FTP process, you may contact us at:

E-mail:	ftpsupport@ncrb.org
Phone:	919-582-1056

Development of the Correct File Format and Layout

File Naming Convention Specifications and Layouts

This document outlines the FTP naming convention for the files received from the NCRF FTP Customer. The NCRF FTP Customers send the cession, accounting, supplemental accounting, recoupment detail and mass correction files to the Facility. The files sent by the NCRF FTP Customer should follow the naming convention for the system to automatically pick and process.

FTP File Layouts "Editplus2" Tool

The tool "Editplus2" can be used to check the correct layout of the files (see excerpt below). A trial version of which can be downloaded from (http://www.editplus.com/download.html). Please remember to uninstall the tool before the expiration date.

File Type	Layout
Cessions	80 (1 to 79 on the ruler if the file is opened using Editplus)
All types of accounting file	120 (1 to 119 on the ruler if the file is opened using Editplus)

File Naming Conventions – by File Type

Note – **NCRF FTP Companies are strictly required to follow the naming convention as stated below:**

Type	Naming Standard
Cessions	32C<Company Code><MM><DD><YY><HHMMSS> Example: 32C01238102106154020 Note: No underscore anywhere in the file.
Monthly Accounting Report & Detail: (Premium/Loss Detail & Summary and Recoupment Summary)	32A<Company Code><Acct Month><AcctYear>_<MM><DD><YY><HHMMSS> Example: 32A012380906_102106154020 Note: - An underscore before "MM". - Accounting report and the detail must be combined in to one file.
Supplemental Accounting File	32S<Company Code><Acct Month><Acct Year>_<MM><DD><YY><HHMMSS> Example: 32S012380906_102106154020 Note: An underscore before "MM".
Recoupment Detail	32R<Company Code><Acct Month><Acct Year>_<MM><DD><YY><HHMMSS> Example: 32R012380906_102106154020
Mass Correction Files	32M<Company Code><MM><DD><YY><HHMMSS> Example: 32M01238102106154020 Note: No underscore anywhere in the file.

Allowed file extensions:

Files encrypted with the NCRF public key should have a **.PGP** extension. Otherwise, files must be transmitted through a secure FTP channel, either SSL or SSH, and should have a **.TXT** extension.

Cession File

The cession files sent through the FTP to the Facility should follow the naming convention as below:

File Format:

FIELD	# OF CHAR	POSITION	REMARKS
32	2	1-2	State Code
C	1	3-3	Cession Data prefix C
Company Code	5	4-8	5 digits company code
Current Month (MM)	2	9-10	Current month should be represented in 2 digit numeric form. For example January = 01 and December = 12
Current Day (DD)	2	11-12	Current Day should be represented in 2 digit numeric form. For example 1st day of the month = 01 31st day of the month = 31
Current Year (YY)	2	13-14	Current Year should be represented in 2 digit numeric form. For example 2007 = 07
Current Time Stamp (HHMMSS)	6	15-20	Time stamp including seconds in Military standard For example 5:30 PM = 173005

Accounting File

The accounting file may contain the Premium, Loss, Outside Legal Expense and Recoupment Summary transactions. The accounting month/year is specified in the file name.

File Format:

FIELD	# OF CHAR	POSITION	REMARKS
32	2	1-2	State Code
A	1	3-3	Accounting Data prefix A
Company Code	5	4-8	5 digits company code
Accounting Month	2	9-10	Accounting Month of the records stored in the file
Accounting Year	2	11-12	Accounting Year of the records stored in the file
Underscore	1	13	Underscore = "_"
Current Month<MM>	2	14-15	Current month should be represented in 2 digit numeric form. For example January = 01 and December = 12
Current Day<DD>	2	16-17	Current Day should be represented in 2 digit numeric form. For example 1st day of the month = 01 31st day of the month = 31
Current Year<YY>	2	18-19	Current Year should be represented in 2 digit numeric form. For example 2007 = 07
Time Stamp HHMMSS	6	20-25	Time stamp including seconds in Military standard For example 5:30 PM = 173005

Supplemental Accounting File:

The NCRF FTP Customer can submit the supplemental accounting file to the Facility through FTP. The file naming convention for a supplemental accounting file is described below.

File Format:

FIELD	# OF CHAR	POSITION	REMARKS
32	2	1-2	State Code
S	1	3-3	Supplemental accounting file prefix SUPP
Company Code	5	4-8	5 digits company code
Accounting Month	2	9-10	Accounting Month of the records stored in the file
Accounting Year	2	11-12	Accounting Year of the records stored in the file
Underscore	1	13	Underscore = "_"
Current Month<MM>	2	14-15	Current month should be represented in 2 digit numeric form. For example January = 01 and December = 12
Current Day<DD>	2	16-17	Current Day should be represented in 2 digit numeric form. For example 1st day of the month = 01 31st day of the month = 31
Current Year<YY>	2	18-19	Current Year should be represented in 2 digit numeric form. For example 2007 = 07
Time Stamp HHMMSS	6	20-25	Time stamp including seconds in Military standard For example 5:30 PM = 173005

Recoupment Detail File

The recoupment detail file is submitted by the NCRF FTP Customer upon request from the Facility. The file naming convention for the recoupment detail file is explained below:

File Format:

FIELD	# OF CHAR	POSITION	REMARKS
32	2	1-2	State Code
R	1	3-3	Recoupment Detail file prefix R
Company Code	5	4-8	5 digits company code
Accounting Month	2	9-10	Accounting Month of the records stored in the file
Accounting Year	2	11-12	Accounting Year of the records stored in the file
Underscore	1	13	Underscore = "_"
Current Month<MM>	2	14-15	Current month should be represented in 2 digit numeric form. For example January = 01 and December = 12
Current Day<DD>	2	16-17	Current Day should be represented in 2 digit numeric form. For example 1st day of the month = 01 31st day of the month = 31
Current Year<YY>	2	18-19	Current Year should be represented in 2 digit numeric form. For example 2007 = 07
Time Stamp HHMMSS	6	20-25	Time stamp including seconds in Military standard For example 5:30 PM = 173005

Mass Correction File

The NCRF FTP Customer can submit correction file for the mass correction of the cession records to the Facility.

File Format:

FIELD	# OF CHAR	POSITION	REMARKS
32	2	1-2	State Code
M	1	3-3	Mass Correction file prefix CESS
Company Code	5	4-8	5 digits company code
Current Month<MM>	2	9-10	Current month should be represented in 2 digit numeric form. For example January = 01 and December = 12
Current Day<DD>	2	11-12	Current Day should be represented in 2 digit numeric form. For example 1st day of the month = 01 31st day of the month = 31
Current Year<YY>	2	13-14	Current Year should be represented in 2 digit numeric form. For example 2007 = 07
Time Stamp HHMMSS	6	15-20	Time stamp including seconds in Military standard For example 5:30 PM = 173005

FILE Layout Reference Information

Please refer to the embedded document for the complete detail on the file layout

Cessions,
Accounting, and Reco

FTP Testing Process

Objective:

To test whether you are able to correctly construct "Test" FTP files and then transmit successfully via FTP in "Test" mode.

Test vs. Production:

Prior to actually being able to send an actual cession via FTP, you will be in a "Test" mode. This means that you have the ability to test whether or not you are able to send successfully a cession via FTP.

Once proven that you are able to use FTP successfully, you will be able to send an FTP transmission via the "Production" mode", which is a normal FTP transmission.

1. The NCRF FTP Customer should have an FTP account set up to initiate testing. If not, please refer to page 4 of this document.

2. The NCRF FTP Customer will be testing an FTP transmission of a Cessions file (if applicable), a monthly accounting file, and a recoupment file.

3. At no time will a NCRF FTP Customer be turned over to production until all applicable files have been tested and approved, as follows:

Cession Files (If applicable)

1. The NCRF FTP Customer will use the file naming convention and file format found in this document and submit the cessions test file via FTP.

2. An email notification is required every time a Cession file is uploaded.

   a. The email should be sent to **ftpsupport@ncrb.org** and must contain the record count of the files submitted.

   b. For verification purpose, the email also must contain the company code and the name of the company and the date of file submission.

   c. This email process applies to the testing phase only.

   d. The templates for the notification email for testing have been provided below.

   NCRF Record
   Count.msg

   Test NCRF Record
   Count.msg

3. Cession files submitted without the accompanying email will not be verified.

4. Once the NCRF has received a properly formatted cessions file, both file name and contents, the file will be checked for critical errors by NCRF. If the file passes the critical error check, an e-mail will be sent to the NCRF FTP Customer advising that the file has been accepted. If the file is rejected, the NCRF FTP Customer will receive an e-mail stating the reasons why. The NCRF FTP Customer will then fix the file and retransmit until such time that an accepted file is received.

Monthly Accounting Files

1. The NCRF FTP Customer will use the file naming convention and file format found in this document and will submit the monthly accounting file to the NCRF via FTP.

2. If the file is named and formatted properly, the file will be checked for critical errors by NCRF. If the file passes the critical error check, an e-mail will be sent to the NCRF FTP Customer saying that the file has been accepted. If the file is rejected, the NCRF FTP Customer will receive an e-mail stating the reasons why. The NCRF FTP Customer will then fix the file and retransmit until such time that an accepted file is received.

Recoupment Detail Files

1. The NCRF FTP Customer will use the file naming convention and file format found in this document to submit a recoupment detail file to the NCRF via FTP.

2. If the file is named and formatted properly, the file will be checked for critical errors by NCRF. If the file passes the critical error check, an e-mail will be sent to the NCRF FTP Customer saying that the file has been accepted. If the file is rejected, the NCRF FTP Customer will receive an e-mail stating the reasons why. The NCRF FTP Customer will then fix the file and retransmit until such time that an accepted file is received.

File Testing Tips

1. Email ftpsupport@ncrb.org when you are ready to start testing and each time you submit a test file for review.

2. Make sure that you are allowed to do external ftp from your location and that you can log into the test ftp site prior to trying to send a file.

3. Make sure that your firewall is not blocking ftp traffic.

4. The only 2 file types accepted are .txt and .pgp. (.xls and .pdf files cannot be processed).

5. Include both positive and negative amounts in your Accounting and Recoupment Detail test files.

6. Verify that all dollar amounts are correctly formatted for the file type you are sending.

7. Do not include Recoupment Detail records in your monthly Accounting Detail File. There is a separate Recoupment Detail File and layout for testing the detail. (See File Layouts).

8. Carefully check for any extra spacing or characters not expected per the defined file layout, using a file editor or tool. This may not always be visible if viewing the file in a standard Notepad view.

9. Make sure the accounting month and year in the file are the same as in the file name.

10. Remember to rename the files uniquely each time you send a new test file.

11. Date/time stamps are formatted MMDDYYHHMMSS – Month, Day, Year, Hours, Minutes, Seconds – all 2 digits. (See file name conventions above).

12. Test files will be processed only during standard business hours of 8:30 a.m. – 5:00 p.m. Eastern Standard Time.

13. FTP Support is prohibited from making any changes to your files. Any corrections to the file will need to be made by the company and retested to verify the changes.

14. Business questions can be addressed to EDGEHelp@ncrb.org or (919) 582-1056.

Production Readiness

After all applicable file type have been approved, a mutually agreeable date will be selected at which point the NCRF FTP Customer will begin transmitting "Production" files via FTP to the site ftp.ncrb.org. The test account will be turned off until such time that it is needed again. **You are not in production until you have received an email from FTP Support confirming your production date.**

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FTP SECURITY

NCRF requires all NCRF FTP Customers to transmit all files to the Facility via FTP. If files are to be transmitted with standard FTP or through a web browser via HTTP, the file must be encrypted with the NCRF Public PGP key. If the NCRF FTP Customer wishes to transmit via a secure means of FTP, FTP/SSL, FTP/SSH, FTPS, or HTTPS it is not necessary for the file to be encrypted.

Download the embedded public key.

NCRF FTP SITE PGP
KEY.ASC

The exceptions to this rule are:

- Non encrypted file must be sent over encrypted channel.
- Encrypted file can be sent via basic FTP connection.

Refer to the FAQ for details on the type of FTP connections allowed by NCRF.

<Info on transmission encryption options – FTPS, etc.>

LOGGING ONTO FTP

FTP Site Address

Test Site – **ftptest.ncrb.org**

Production Site – **ftp.ncrb.org**

Note:

- The "Test Site" is used for initial testing purposes only and the "Production Site" once you have been officially approved to transmit data to NCRF
- Please see important information below on the use of the proper FTP site address for production FTP site availability.

OPTIONS ON HOW TO LOG IN TO THE FTP SITE

Note: Also refer to **"Trading Partner Network Information Summary"** at the beginning of this document for additional information about file transfer technologies and NCRF's role.

Procedures to log in to the NCRF FTP site:

Option 1: FTP with PGP encryption:

1. Configure your FTP client to use the NCRF public PGP key for encryption. It is required that if you are using standard FTP that any file transmitted to the NCRF be encrypted with our public PGP key.

2. Setup the site connection to connect over standard FTP.

3. Connect to the site with the assigned ID and password.

Note: The account and password are the same for both the test and production FTP sites.

4. Transmit the encrypted file.

Note: When in production please remember not to use the test configuration. Instead, create a new site configuration.

Option 2: FTP (SSL over FTP):

1. Configure the FTP client to use the NCRF public key for encryption. This step is highly recommended but not required.

2. Setup the site connection to connect over SSL.

3. Connect to the site with the assigned ID and password.

Note: The account and password are the same for both the test and production FTP sites.

4. Accept the server assigned SSL certificate connection for reuse when signing on the first time.

Note: When in production please remember not to use the test configuration. Instead, create a new site configuration and accept the Production SSL certificate issued by NCRF when signing on the first time.

Should you chose this method of FTP, it is recommended that you also log onto the secondary site, ftpcolo.ncrb.org, and download the SSL certificate from that site as well. Should you wish to send an FTP transmission during a planned or unplanned outage, we automatically route FTP traffic to that site and without the certificate, your transmission will fail.

Option 3: SFTP (SSH over FTP):

1. Configure the FTP client to use the NCRF public key for encryption. This step is highly recommended but not required.

2. Setup the site connection to connect over SSH

3. Connect to the site with the assigned ID and password.

4. Note: The account and password are the same for both the test and production FTP sites.

5. Accept the server assigned SSH key certificate when signing on the first time.

6. Reconfigure the site connection or create a new connection when you are on production. Please remember to use the SSH key offered by the production site.

Note: Should you chose this method of FTP, it is recommended that you also log onto the secondary site, ftpcolo.ncrb.org and download the SSH certificate from this site as well. Should you wish to send an FTP transmission during a planned or unplanned outage, we automatically route FTP traffic to secondary site and without the proper certificate, your transmission will fail.

Option 4: HTTPS:

1. Launch IE or Netscape or other industry standard browsers.
2. Open a secured connection to our FTP sites:
    a. https://ftp.ncrb.org
    b. https://ftptest.ncrb.org
3. Follow the instruction on the screen to download and install the web client.

Option 5: HTTP:

1. Encrypt the file using the NCRF public PGP key provided.
2. Launch IE or other industry standard browsers.
3. Open a connection to our FTP sites:
    a. http://ftp.ncrb.org
    b. http://ftptest.ncrb.org
4. Upload the file.

Note: The limitation of this method is that only one file can be uploaded at a time.

Option 6: FTP:

1. For those using Windows system, change to DOS mode command prompt.
2. Encrypt the file using the NCRF public PGP key provided.
3. Open a connection to the server by typing the command: ftp <site name>
4. Logon using the assigned ID and password.
5. Change the directory to where the files are located.
6. Upload the file by using either PUT or MPUT.
7. Sign-off after finish uploading.

PRODUCTION FTP SITES AVAILABILITY

NCRF maintains a primary and secondary Production FTP site for continuity of FTP services to our NCRF FTP Customers. If services are interrupted to the primary Production site, FTP transmissions are automatically redirected to the secondary Production site. The supported method of addressing the Production FTP site is to use the domain name ftp.ncrb.org. Using this domain name, and not a specific server or IP address allows NCRF to seamlessly redirect FTP services between its primary and secondary FTP sites to prevent an interruption of FTP services.

Note: If network/firewall security requires specific IP addresses for FTP outbound transmissions the following IP addresses must be used:
- Primary FTP Server: 209.155.84.1
- Secondary FTP Server: 216.27.61.36

If a NCRF FTP Customer deviates from the supported method of addressing the Production FTP site and does not use the ftp.ncrb.org domain, FTP transmissions will not automatically redirect to the secondary FTP location in the event the primary site is unavailable. NCRF cannot be held responsible for any connectivity failures between NCRF FTP Customers and the NCRF Production FTP site if any other means of addressing the NCRF Production FTP site are used.

If for any reason you are unable to comply with the supported method of addressing the NCRF Production FTP site by using ftp.ncrb.org, please contact FTPSupport@NCRB.ORG to discuss alternative configurations. **PLEASE BE AWARE** using a connection address other than ftp.ncrb.org during a planned or unplanned outage could result in the failure of the NCRF FTP Customer's FTP transmissions which could affect the receipt date assigned to the records submitted.

NCRF FTP Customer FAQ'S

Refer to the FTP link below on the NCRF web site for questions relating to the file layout, queries on FTP and other general questions.

http://www.ncrb.org/ncrf/EDGE/EDGEFAQs/tabid/73/Default.aspx

FTP SUPPORT INFORMATION:

If at any time you need additional assistance or support with the FTP process, you may contact us at:

E-mail:	ftpsupport@ncrb.org
Phone:	919-582-1056

Cessions File Layout for FTP Transmission

Cessions Record

FIELD	**# CHAR**	**POSITION**	**COMMENTS**
ID	1	1	Insert C
STATE CODE	2	5 – 6	Insert 32
CO. CODE	5	9 – 13	Insert a five position code
EFF. YEAR	2	19 – 20	Insert last two positions of effective year
EFF. MONTH	2	21 – 22	Insert a two position effective month
EFF. DAY	2	23 - 24	Insert a two position effective day.
EXP. YEAR	2	25 – 26	Insert the last two positions of the expiration year.
EXP. MONTH	2	27 – 28	Insert a two position expiration month.
EXP. DAY	2	29 - 30	Insert a two position expiration day
			For Transaction Code 3 only:
CESSION YEAR	2	31 – 32	Insert the last two positions of the cession year.
CESSION MONTH	2	33 – 34	Insert a two position cession month.
CESSION DAY	2	35 – 36	Insert a two position cession day.
DESIGNATED CODE	1	37	Insert a one position numerical designated code as follows: 1 - O/T Designated Business 2 - Designated Business
CLASS CODE	1	38	Insert a one position numerical class code as follows: 1 - Private Passenger 2 - Higher limits required by law 3 - Other Than Private Passenger 4 - Combination of codes 1 and 3 5 - Higher limits for personal "umbrella" or excess liability

Cessions File Layout for FTP Transmission

Cessions Record - Continued

FIELD	# CHAR	POSITION	COMMENTS
LIMITS CODES:			Insert a one position numerical limits code as follows:
BI	1	39	Valid codes 1, 5 - 8
PD	1	40	Valid codes 4, 5, 9
MED	1	41	Valid codes 1 - 4, 7, 9
UM BI	1	42	Valid codes 1, 5 - 9
UIM BI	1	43	Valid codes 1, 6 - 9
U(I)M PD	1	44	Valid codes 1, 4, 5, 9
TRANS CODE	1	45	Insert a one position numerical transaction code as follows: 1 - Binder or New Policy 2 - Renewal Policy 3 - Mid-Term Cession 4 - Policy or Renewal Not Taken
POLICY NUMBER	16	46 – 61	Insert up to a 16 position Policy Number., Lleft Jjustified.
INSURED'S NAME	16	62 – 77	Insert up to a 16 position Insured's Name., Lleft Jjustified.

RECORD LAYOUT
NORTH CAROLINA REINSURANCE FACILITY
REPORTING OF CESSION NOTICES
(VIA: FTP TRANSMISSION)

ID		STATE		COMPANY CODE		EFFECTIVE DATE			EXPIRATION DATE			CESSION DATE			DES CODE	CLASS CODE	BI LIMIT	PD LIMIT
						YY	MM	DD	YY	MM	DD	YY	MM	DD				
	5		10		15	20			25			30			35			40

MED LIM IT	UMM BI LIM B	UMM UM P BI D	TRAN CODE	POLICY NUMBER				INSURED's NAME					
			45	50	55	60		65	70	75			80

Cessions File Layout for FTP Transmission

Trailer Record

FIELD	# CHAR	POSITION	COMMENTS
ID	1	1	Insert 8
STATE CODE	2	5 – 6	Insert 32
CO. CODE	5	9 – 13	Insert a five position code
FIXED LABEL	5	14 – 18	Insert "TOTAL"
RECORD COUNT	10	19 – 28	Insert number of cessions reported

Cessions File Layout for FTP Transmission

Trailer Record

ID		STATE		COMPANY CODE	TOTAL	RECORD COUNT (NUMBER OF CESSIONS TRANSMITTED)		
	5		10	15	20	25	30	35	40

	45	50	55	60	65	70	75	80

Accounting File Layout for FTP Transmission

Accounting Transaction Summary Record

FIELD	# CHAR	POSITION	COMMENTS
ID	1	1	Insert S
ACCOUNT CODE	3	2–4	Insert a three position account code for the following accounts **ONLY:** 010 - Premiums Refunded for Disapproved Rates 011 - Premiums Written 014 - Interest Paid on Premiums Refunded 016 - Paid Losses 023 - Outside Legal Expenses 033 - Outstanding Losses **DO NOT REPORT ANY ACCOUNTS OTHER THAN THOSE SPECIFIED ABOVE.**
STATE CODE	2	5–6	Insert 32
COMPANY CODE	5	9–13	Insert a five position numerical reporting code. For those companies presently utilizing four digit codes, insert 0 in position 9.
ACCT. YEAR	2	15–16	Insert the last two positions of the accounting year.
ACCT. MONTH	2	17–18	Insert a two position accounting month.
DESIGNATED CODE	1	46	**ACCOUNTS 010, 011 & 016 ONLY** Insert a one position numerical designated code as follows: 1 - O/T Designated Business 2 - Designated Business **ACCOUNT 023 ONLY** Insert 2 **FOR ALL OTHER ACCOUNTS LEAVE THIS FIELD BLANK**
AMOUNT	13	51–63	Insert signed numerics or ASCII format in dollars and cents format. Zero fill high order positions.

Accounting File Layout for FTP Transmission

Accounting Transaction Summary Record - Continued

FIELD	# CHAR	POSITION	COMMENTS
AMOUNT – continued	13	51-63	**Signed Numerics Examples:**
			$12.31 would be entered as 000000000123A.
			-$12.31 would be entered as 000000000123J.
			ASCII Format Examples:
			$12.31 would be entered as 0000000001231.
			-$12.31 would be entered as -000000001231.

RECORD LAYOUT

NCRF MONTHLY SUMMARY RECORD

ID	ACCTG CODE	STATE		COMPANY CODE		ACCTG										DES CODE
						YY	MM									
		5		10		15		20	25	30	35	40			45	

	AMOUNT						
	DOLLARS		CTS				
50	55	60	65	70	75	80	

85	90	95	100	105	110	115	120

Accounting File Layout for FTP Transmission

Accounting Transaction Detail Record

<u>FIELD</u>	<u># CHAR</u>	<u>POSITION</u>	<u>COMMENTS</u>
ID	1	1	Insert D
ACCOUNT CODE	3	2–4	Insert a three-position account code for the following accounts **ONLY**: 010 - Premiums Refunded For Disapproved Rates 011 - Premiums Written 016 - Losses Paid 033 - Loss Reserves **DO NOT REPORT ANY ACCOUNTS OTHER THAN THOSE SPECIFIED ABOVE.**
STATE CODE	2	5–6	32 - North Carolina RF
COMPANY CODE	5	9–13	Insert a five position numerical reporting code. For those companies presently utilizing four digit codes, insert 0 in position 9.
ACCOUNTING YEAR	2	15–16	Insert the last two positions of the accounting year.
ACCOUNTING MONTH	2	17–18	Insert a two-position accounting month. **ACCOUNT 033 (LOSS RESERVE) REPORTED ONLY ON:** 03 – March 06 – June 09 – September 12 – December
EFFECTIVE YEAR	2	19–20	Insert the last two positions of the year of the effective year.
EFFECTIVE MONTH	2	21–22	Insert a two-position effective month.
EXPIRATION YEAR	2	23–24	**ACCOUNTS 010 & 011 ONLY** Insert the last two positions of the expiration year.
EXPIRATION MONTH	2	25–26	**ACCOUNTS 010 & 011 ONLY** Insert a two-position expiration month.
TRANSACTION YEAR	2	27–28	**ACCOUNTS 010 & 011 ONLY** Insert the last two positions of the transaction year.

Accounting File Layout for FTP Transmission

Accounting Transaction Detail Record - Continued

FIELD	# CHAR	POSITION	COMMENTS
TRANSACTION MONTH	2	29–30	**ACCOUNTS 010 & 011 ONLY** Insert a two-position transaction month.
ACCIDENT YEAR	2	31–32	**ACCOUNTS 016 & 033 ONLY** Insert the last two positions of the accident year.
ACCIDENT MONTH	2	33–34	**ACCOUNTS 016 & 033 ONLY** Insert a two-position accident month.
ACCIDENT DAY	2	35–36	**ACCOUNTS 016 & 033 ONLY** Insert a two-position accident day.
DESIGNATED CODE	1	46	**ACCOUNTS 010, 011 & 016 ONLY** Insert a one position numerical Designated code as follows: 1–O/T Designated Business 2–Designated Business
CLASS CODE	1	47	Insert a one position numerical class code as follows: 1–Private Passenger 3–Other Than Private Passenger
COVERAGE CODE	1	48	Insert a one position numerical coverage code as follows: **ACCOUNTS 010 & 011 ONLY** 1– Bodily Injury (includes Med, UM & UIM) 3– Property Damage **ACCOUNTS 016 & 033 ONLY** 1– BI 2– Medical Payments 3– Property Damage 4– Out of State No-Fault 5– UM BI 6– UM PD 7– UIM
PAYMENT	1	50	Insert a one position numerical payment code as follows: **ACCOUNT 016 ONLY** 3–Paid Loss Partial 4–Paid Loss Final 5–Salvage 6–Subrogation 7–Payment after Closing

Accounting File Layout for FTP Transmission

Accounting Transaction Detail Record – Continued

FIELD	# CHAR	POSITION	COMMENTS
AMOUNT	13	51–63	Insert signed numerics or ASCII format in dollars and cents format. Zero fill high order positions.
			Signed Numerics Examples:
			$12.31 would be entered as 000000000123A.
			-$12.31 would be entered as 000000000123J.
			ASCII Format Examples:
			$12.31 would be entered as 0000000001231.
			-$12.31 would be entered as 000000001231.
TRANSACTION CODE	1	81	**ACCOUNTS 010 & 011 ONLY** Insert a one-position numerical transaction code as follows: 1–Policy new and renewal 2–Endorsements 3–Cancellations 4–Reinstatements 5–All Other
POLICY NUMBER	16	83–98	Insert up to a 16-position policy number. Left justified.
CLAIM NUMBER	16	101–116	Insert up to a 16-position claim number. Left justified.

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RECORD LAYOUT

NORTH CAROLINA REINSURANCE FACILITY

REPORTING OF DETAIL TRANSACTIONS FOR PREMIUMS AND LOSSES

Detail Record

ID	ACCTG CODE	STATE		COMPANY CODE	ACCTG	EFF	EXP	TRANS	ACCIDENT			DES CODE
					YY MM	YY MM	YY MM	YY MM	YY MM DD			
		5		10	15	20	25	30	35	40		45

CLASS	COV CODE	PAYMENT	AMOUNT					TR CODE
			DOLLARS	CENTS				
		50	55	60	65	70	75	80

POLICY NUMBER			CLAIM NUMBER			
85	90	95	100	105	110	115	120

Accounting File Layout for FTP Transmission

Recoupment Summary Record

FIELD	**# CHAR**	**POSITION**	**COMMENTS**
ID	1	1	Insert R
STATE CODE	2	5–6	Insert 32
COMPANY CODE	5	9–13	Insert a five position numerical reporting code. For those companies presently utilizing four digit codes, insert 0 in position 9.
ACCT. YEAR	2	15–16	Insert the last two positions of the accounting year.
ACCT. MONTH	2	17–18	Insert a two position accounting month.
CLASS CODE	1	47	Insert a one position numerical class code as follows: 1–Private Passenger 3–Other Than Private Passenger
AMOUNT	13	51–63	Insert signed numerics or ASCII format in dollars and cents format. Zero fill high order positions.
			Signed Numerics Examples:
			$12.31 would be entered as 000000000123A.
			-$12.31 would be entered as 000000000123J.
			ASCII Format Examples:
			$12.31 would be entered as 0000000001231.
			-$12.31 would be entered as -000000001231.
LINE CODE	4	93–96	Insert the four digit line code for the corresponding line of the surcharge detail report. Blank fill low order positions. Example: Line code 3a(9) will be keyed as 3A9b Line code 3a (11) will be keyed as 3A11 NOTES: 1) Report alpha characters with upper case letters only. 2) b = blank

RECORD LAYOUT

NCRF MONTHLY RECOUPMENT SUMMARY REPORT

ID		STATE		COMPANY CODE		ACCTG							
						YY	MM						

5 · 10 · 15 · 20 · 25 · 30 · 35 · 40 · 45

CLASS CODE		AMOUNT							
		DOLLARS	CTS						

50 · 55 · 60 · 65 · 70 · 75 · 80

		LINE CODE						

85 · 90 · 95 · 100 · 105 · 110 · 115 · 120

Recoupment Detail File Layout for FTP Transmission

Recoupment Detail Record

FIELD	# CHAR	POSITION	COMMENTS
COMPANY CODE	5	1–5	Insert five-digit company code.
ACCT. YEAR	2	7–8	Insert last two positions of the accounting year.
ACCT. MONTH	2	9–10	Insert a two-position accounting month.
LINE CODE	4	12–15	Insert the four-digit line code. Blank fill any unused low order positions. **Example**: Line code 3.a. (8) would be entered as 3A8b where "b" represents a blank. **Example**: Line code 4.a. (14) would be entered as 4A14.
EFF. YEAR	2	17–18	Insert last two positions of the policy effective year.
EFF. MONTH	2	19–20	Insert a two-position policy effective month.
POLICY NUMBER	16	22–37	Insert a 16-position policy number, left justified; blank fill any unused low order positions. **Example**: PA09745682 would be entered as PA09745682bbbbbb where "b" represents a blank.
AMOUNT	10	39–48	Insert surcharge amount in dollars and cents format, separated by a decimal point character. Right justified; blank fill high order positions. Insert a minus sign immediately before first digit of a negative amount. Do not insert a plus sign for positive amounts. **Example**: 38.05 would be entered as bbbbb38.05 where "b" represents a blank. Example: -172.00 would be entered as bbb-172.00 where "b" represents a blank.
OPTIONAL	29	50–78	Available for optional use by member companies. Any alphanumeric data.

RECORDS ARE FIXED LENGTH ASCII FORMAT, EACH RECORD TERMINATED BY CR-LF. ALL UNUSED POSITIONS SHOULD BE FILLED WITH BLANKS (ASCII CHARACTER x20). ENTER ALPHA CHARACTERS IN UPPER CASE LETTERS ONLY. POLICY NUMBER FORMAT MUST MATCH CESSION NOTICE POLICY NUMBER FORMAT.

Recoupment Detail File Layout for FTP Transmission

Recoupment Detail Record

COMPANY CODE		ACCTG			LINE CODE		EFF		POLICY NUMBER			AMOUNT
		YY	MM				YY	MM				
	5		10		15		20		25	30	35	40

AMOUNT CONTINUED		OPTIONAL						
	45	50	55	60	65	70	75	80

Outside Legal Expenses Paid File Layout for FTP Transmission

(For Designated Carriers only)

Outside Legal Expenses Paid Detail Record

FIELD	# CHAR	POSITION	COMMENTS
ID	1	1	Insert D
ACCOUNT CODE	3	2–4	Insert 023
STATE CODE	2	5–6	Insert 32
COMPANY CODE	5	9–13	Insert a five position numerical reporting code. For those companies presently utilizing four digit codes, insert 0 in position 9.
ACCT. YEAR	2	15–16	Insert the last two positions of the accounting year.
ACCT. MONTH	2	17–18	Insert a two-position accounting month.
ACCD. YEAR	2	31–32	Insert the last two positions of the accident year.
ACCD. MONTH	2	33–34	Insert a two-position accident month.
ACCD. DAY	2	35–36	Insert a two-position accident day.
EXPENSE PAID YEAR	2	37–38	Insert the last two positions of the year of the expense paid.
EXPENSE PAID MONTH	2	39–40	Insert a two position of the month of the expense paid.
EXPENSE PAID DAY	2	41–42	Insert a two position of the day of the expense paid.
DESIGNATED CODE	1	46	Insert 2
AMOUNT	13	51–63	Insert signed numerics or ASCII format in dollars and cents format. Zero fill high order positions.

Signed Numerics Examples:

$12.31 would be entered as 000000000123A.

-$12.31 would be entered as 000000000123J.

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Outside Legal Expenses Paid File Layout for FTP Transmission

(For Designated Carriers only)

Outside Legal Expenses Paid Detail Record - Continued

FIELD	# CHAR	POSITION	COMMENTS
AMOUNT – continued	13	51-63	**ASCII Format Examples:**
			$12.31 would be entered as 0000000001231.
			-$12.31 would be entered as -000000001231.
POLICY NUMBER	16	83–98	Insert up to a 16-position policy number. Left justified.
CLAIM NUMBER	16	101–116	Insert up to a 16 position claim number. Left justified.

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RECORD LAYOUT

NCRF MONTHLY OUTSIDE LEGAL EXPENSE PAID

(For Designated Carriers only)

Detail Record