

March 5, 1982

SUBJECT: INSURANCE

WITHDRAWN

CIRCULAR LETTER NO. 5 (1982)

DATED: MARCH 5, 1982

TO: ALL INSUREDS LICENSED TO WRITE PRIVATE PASSENGER AUTOMOBILE AND FIRE OR FIRE AND EXTENDED COVERAGE INSURANCE POLICIES WHO ARE SUBJECT TO THE REPORTING REQUIREMENTS OF INSURANCE DEPARTMENT REGULATION NO. 90 (11 NYCRR 218) "PROHIBITION OF GEOGRAPHICAL REDLINING".

RE: REPORTS AND DATA SPECIFICATIONS

Circular Letter No. 3 (1980), dated February 14, 1980, contains instructions and data specifications for the reports required by Regulation 90 (11 NYCRR 218).

Circular Letter No. 12 (1981), dated April 12, 1981, contains an acceptable report format for filing information on agents and brokers.

The attached "Regulation 90 - Data Specifications" supercede those contained in Circular Letter No. 3 (1980) and 12 (1981).

Insurers are reminded that all information specified in the attached "Regulation 90 - Data Specifications" must be furnished by May 1, 1982, and annually thereafter on May 1 after the close of the preceding calendar year.

Acknowledgement of this Circular Letter and the required data should be directed to:

New York State Insurance Department  
Regulation 90 Data Control  
Property and Casualty Insurance Bureau  
Two World Trade Center  
New York, New York 10047

Very truly yours,

[SIGNATURE]

ALBERT B. LEWIS

Superintendent of Insurance

ATTACHMENT

REGULATION 90 - DATA SPECIFICATIONS

GENERAL INSTRUCTIONS:

The required data MUST be submitted on a reel of magnetic tape, and an 80-80 listing of the data must be provided. Hard copy of the Agents' & Brokers' report, as set forth in Table B, must also be submitted.

Tape specifications:

1. Must be IBM compatible 1600 bpi, 9 track tapes, any size reel.
2. Tapes may be unlabeled, or have IBM standard labels, per item 3. Company name(s) must be evident on the external reel label.
3. DSN=R90.Yyy.Ccccc.Nn where yy is the last two digits of year, ccccc is NAIC company code number, or NAIC group code number, and n is number of companies submitted on this tape.  
DCB=(LRECL=80, BLKSIZE=2000, RECFM=FB)

CODING INSTRUCTIONS:

1. Only one summary record is required for each record type, per ZIP code.
2. If a record contains ONLY zeros or blanks in columns 14 through 74, omit it.

COMPANY CODE: Use your company's 5-digit NAIC code.

YEAR OF REPORT: Use last digit of year.

AUTO & PERSONAL LINES-FIRE REPORTING CODES:

- If reporting CARS, enter "C"; if POLICIES enter "P".
- If reporting HOMES, enter "H"; if POLICIES enter "P".

COUNTY CODE: Use codes shown in Table A. These codes need not be a part of your permanent record, but must appear on the data submitted.

GROUP CODE: Use your group's 5-digit NAIC code.

SPECIAL NOTE - COMMERCIAL FIRE, PERSONAL FIRE, AND AUTO:

- a. Non-Renewals & Cancelled by Company should be company initiated and must not include Canc. for Non-Payment.
- b. Renewals are to reflect the anniversary of the policy without regard to the term and/or billing periods.

SPECIAL NOTE - APPLICATIONS:

Use dummy ZIP code 99999 for policies with no insured locations within the ZIP code area in which the policy is issued for delivery.

DELIVERY AND TAPE RETURN Enclose covering letter with name and telephone number of individual who may be contacted in event of questions, and send to: New York State Insurance Department

Regulation 90 Data Control  
Property & Casualty Insurance Bureau  
Two World Trade Center

New York, New York 10047

Those companies seeking return of their tape must enclose a self-addressed mailer with sufficient postage affixed.

HEADER RE- CORD	ITEM DESCRIPTION	COLUMN S
	Company Code Number (NAIC)	1-5
	Year of Report	6
	BLANKS	7-8
	MUST BE ZEROS	9-13
	Count of ZIP codes reported:	
	For "APPLICATIONS"	14-17
	For "COMMERCIAL FIRE"	18-21
	For "PERSONAL LINES-PVT PASSENGER AUTO"	22-25
	For "PERSONAL LINES-FIRE"	26-29
	Company Name	30-59
	Auto Reporting Code	60
	Personal Lines-Fire Reporting Code	61
	BLANKS	62-74
	Group Code Number (NAIC)	75-79
	Record Type (MUST BE "1")	80
APPLICATIONS	ITEM DESCRIPTION	COLUMN S
	Company Code Number (NAIC)	1-5
	Year of Report	6
	County Code	7-8
	ZIP code	9-13
	Number of Applications Received:	
	Personal Lines-PVT Pass Auto	14-19
	Personal Lines-Fire	20-25
	Commercial Fire	26-31
	Number of Applications Declined:	
	Personal Lines-PVT Pass Auto	32-37
	Personal Lines-Fire	38-43
	Commercial Fire	44-49
	Number of Policies Written on Apps Rec'd:	
	Personal Lines-Pvt Pass Auto	50-55
	Personal Lines-Fire	56-61
	Commercial Fire	62-67

APPLICATIONS	ITEM DESCRIPTION	COLUMNS
	BLANKS	68-74
	Group Code Number (NAIC)	75-79
	Record Type (MUST BE "2")	80

COMMERCIAL FIRE	ITEM DESCRIPTION	COLUMNS
	Company Code Number (NAIC)	1-5
	Year of Report	6
	County Code	7-8
	ZIP Code	9-13
	Number of Locations:	
	Opening In-Force	14-20
	New Business	21-27
	Non-Renewals by Company	28-34
	Cancelled by Company	35-41
	Closing In-Force	42-48
	Renewals	49-55
	BLANKS	56-74
	Group Code Number (NAIC)	75-79
	Record Type (MUST BE "3")	80

PERSONAL LINES-	ITEM DESCRIPTION	COLUMNS
PVT PASS AUTO	Company Code Number (NAIC)	1-5
	Year of Report	6
	County Code	7-8
	ZIP Code	9-13
	Number of Policies or Cars:	
	Opening In-Force	14-19
	New Business	20-25
	Renewals	26-31
	Non-Renewal by Company	32-37
	Cancelled by Company	38-43
	Closing In-Force	44-49
	BLANKS	50-74
	Group Code Number (NAIC)	75-79
	Record Type (MUST BE "4")	80

PERSONAL LINES-	ITEM DESCRIPTION	COLUMNS
FIRE	Company Code Number (NAIC)	1-5
	Year of Report	6
	County Code	7-8
	ZIP Code	9-13
	Number of Policies or Homes:	
	Opening In-Force	14-19
	New Business	20-25
	Renewals	26-31
	Non-Renewal by Company	32-37
	Cancelled by Company	38-43
	Closing In-Force	44-49
	BLANKS	50-74
	Group Code Number (NAIC)	75-79
	Record Type (MUST BE "5")	80

BROKER & AGENT INFORMATION	ITEM DESCRIPTION	COLUMNS
	Company Code Number (NAIC)	1-5
	Year of Report	6
	BLANKS	7-8
	ZIP code	9-13
	Number of Agents or Brokers:	
	As of January 1, 1981	14-17
	Terminated, 1/1/81 thru 12/31/81	18-21
	Added, 1/1/81 thru 12/31/81	22-25
	As of December 31, 1981	26-29
	BLANKS	30-74
	Group Code Number (NAIC)	75-79
	Record Type (MUST BE "6")	80

#### COUNTY CODES

Code	County
01	Albany
02	Allegheny
03	Bronx
04	Broome

## COUNTY CODES

Code	County
05	Cattaraugus
06	Cayuga
07	Chataugua
08	Chemung
09	Chenango
10	Clinton
11	Columbia
12	Cortland
13	Delaware
14	Dutchess
15	Erie
16	Essex
17	Franklin
18	Fulton
19	Genessee
20	Greene
21	Hamilton
22	Herkimer
23	Jefferson
24	Kings
25	Lewis
26	Livingston
27	Madison
28	Monroe
29	Montgomery
30	Nassau
31	New York
32	Niagara
33	Oneida
34	Onondaga
35	Ontario
36	Orange
37	Orleans
38	Oswego
39	Otsego

COUNTY CODES

Code	County
40	Putnam
41	Queens
42	Rensselaer
43	Richmond
44	Rockland
45	St. Lawrence
46	Saratoga
47	Schenectady
48	Schoharie
49	Schuyler
50	Seneca
51	Steuben
52	Suffolk
53	Sullivan
54	Tioga
55	Tompkins
56	Ulster
57	Warren
58	Washington
59	Wayne
60	Westchester
61	Wyoming
62	Yates

Table B

Name of Insurer: \_\_\_\_\_

NAIC#: \_\_\_\_\_

## REG 90 - AGENTS &amp; BROKERS DATA - 1981

ZIP Code	(I) No. of Agents and Brokers as of January 1, 1981	(II) No. of Agents and Brokers Terminated During 1981	(III) No. of Agents and Brokers Added During 1981	(IV) No. of Agents and Brokers as of December 31, 1981
10001	55	4	6	57
10475	8	0	0	8
11365	12	3	0	9
.	.	.	.	.
.	.	.	.	.
.	.	.	.	.
14789	0	0	2	2
TOTAL	75	7	8	76
L				