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# Massachusetts Commercial Automobile Statistical Plan

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Containing the Instructions and Codes Applicable to  
the Vehicles Rated in the Massachusetts Commercial  
Automobile Insurance Manual

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**Massachusetts Commercial Automobile  
Statistical Plan  
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# Massachusetts Commercial Automobile Statistical Plan Part I - Overview

## A. SCOPE OF THE PLAN

★ The Massachusetts Commercial Automobile Statistical Plan is applicable to total automobile direct business written by a company on vehicles rated in accordance with the Massachusetts Commercial Automobile Insurance Manuals. This Plan also applies to vehicle classifications or coverages for which companies may file their own rates (e.g. antique automobiles). The Massachusetts Commercial Automobile Insurance Manuals, which are published by the Automobile Insurers Bureau of Massachusetts and by Commonwealth Automobile Reinsurers, should be used in conjunction with both the Massachusetts Commercial Automobile Statistical Plan and the various informational Accounting and Statistical Notices published periodically by Commonwealth Automobile Reinsurers. In order to assure that the statistical data reported to CAR is of the highest level of quality, the Massachusetts Commercial Automobile Statistical Plan provides companies with the necessary requirements, instructions and codes for reporting detailed statistical data for the following automobile insurance coverages to CAR:

- Bodily Injury Liability
- Personal Injury Protection
- Uninsured Motorist
- Property Damage Liability
- Medical Payments
- Underinsured Motorist
- Physical Damage
- Pollution Liability

## B. ORGANIZATION OF THE PLAN

The Massachusetts Commercial Automobile Statistical Plan is organized in the following major divisions:

- Part I – Overview
- Part II – General Rules
- Part III – General Reporting Requirements (Premiums and Losses)
- Part IV – Reporting Instructions - Premiums
- Part V – Reporting Instructions - Losses
- Part VI – Coding Section
- Part VII – Statistical Data Quality Program
- Part VIII – Record Layouts
- Appendix A – Decision Tables – Classification Code and Coverage Code
- Appendix B – Premium and Accident Towns

The Overview Section introduces the Massachusetts Commercial Automobile Statistical Plan. It identifies the coverages for which this Plan is applicable, details the organization of this Plan, specifies the Statistical Plan's effective date and identifies how CAR informs users of updates to this Plan.

★ The General Rules Section of this Plan describes company reporting requirements and the proper method for reporting data to CAR. The General Reporting Requirements Section of this Plan contains general information relative to the reporting of premium and loss data to CAR. The Reporting Instructions Sections of this Plan contain specifications for reporting each of the data fields required on the various premium and loss record layouts.

# Massachusetts Commercial Automobile Statistical Plan Part I - Overview

## **B. ORGANIZATION OF THE PLAN (Continued)**

The Coding Section of this Plan identifies the possible values or codes that are valid for each of the data fields contained on the premium and loss record layouts. Data fields apply to all record layouts unless otherwise noted. If a specific data field only applies to a specific record layout or coverage, this will be indicated in the Coding Section. The Coding Section is divided into four subsections. The first section contains codes that are applicable to all record layouts. The remaining sections contain codes that are applicable to the individual liability, no-fault and physical damage record layouts.

The Statistical Data Quality Program Section of this Plan details the specifics of the Statistical Data Quality Program. The purpose of the Statistical Data Quality Program is to assure the quality and completeness of the data reported to CAR. This data is subsequently used for statistical, reinsurance and ratemaking functions. The Program is subdivided into two sections. The Statistical Data Quality Components Section contains CAR's expectations for reporting quality and timely statistical data, and the Statistical Data Quality Penalties Section contains associated reporting penalties.

The Record Layouts Section of this Plan identifies the required record layout format including appropriate field positions for statistical records reported to CAR. A Commercial Record Layout Modification Key precedes the record layouts and identifies the fields to which modifications have been made in prior years.

Appendix A of this Plan contains detailed Classification Code and Coverage Code Decision Tables. These Decision Tables shall be used to determine whether specific data fields are required for a particular classification or coverage code.

Appendix B of this Plan contains two tables of valid Premium and Accident Town Codes. One table is listed in alphabetical order and the other is listed in numerical order. These towns correspond to the rating towns in the Massachusetts Commercial Automobile Insurance Manual.

## **C. EFFECTIVE DATE OF THE PLAN**

The Massachusetts Commercial Automobile Statistical Plan is applicable to policies with effective dates of January 1, 1981 and subsequent and contains revisions through the date noted on the cover page of this Plan. All policies and endorsements to such policies must contain the Statistical Plan coding and must be reported on the record format that was in effect for the particular policy effective year. Refer to the Commercial Automobile Statistical Plan applicable to the particular policy effective year.

## **★ D. UPDATES TO THE PLAN**

The Massachusetts Commercial Automobile Statistical Plan, initially published in loose-leaf form, is available for viewing or downloading from CAR's website ([www.commauto.com](http://www.commauto.com)). The current year version, as well as prior year versions of the Plan are available. Since the Commercial Statistical Plan is now available electronically, paper copies of revised pages are no longer distributed to companies. Instead, CAR will publish an Accounting and Statistical Notice to notify companies of the revised pages and companies will be directed to CAR's website for further information. The revised pages will be available on CAR's website and will be incorporated in the electronic version of the applicable Plan.

The revised pages will be applicable to all new and renewal policies with effective dates on or after the date indicated in the lower left corner of the reprinted pages. Note that specific revisions will be indicated by a star (★) to the left of the line containing the revision. The date in the lower right corner of the page represents the date that the revised page was approved by the Massachusetts Division of Insurance. Any special reporting instructions will be provided to companies via an Accounting and Statistical Notice published by CAR.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part II - General Rules**

**A. DATA REQUIREMENTS**

All premium, paid loss and outstanding loss transactions (both ceded to CAR and voluntarily written) must be reported with the accounting month that corresponds to the month in which the transaction was booked. Submissions for a particular accounting month must be received in statistically acceptable condition at the offices of CAR by the close of business on the established due date. Refer to the Statistical Data Quality Program Section of the Plan for additional information and potential penalties associated with this requirement.

**1. Reporting Thresholds**

When the Massachusetts automobile writings of a company which currently does not report statistical data to CAR exceeds the established reporting thresholds for statistically reportable coverages, statistical data beginning with that policy effective year must be reported to CAR on a monthly basis. Although the determination of whether a company exceeds the established thresholds is based upon the writings of an affiliated company group, statistical data must be reported to CAR on an individual company basis. Refer to item B. of this section. The thresholds for commercial business are \$50,000 in written premiums or \$25,000 in paid losses. Statistically reportable coverages are those coverages specified in the Massachusetts Commercial Automobile Statistical Plan. CAR verifies this data via the information recorded on the Exhibit of Premiums and Losses for the state of Massachusetts, which is contained on Page 15 of a company's Annual Statement for that calendar year. The reporting thresholds may be subject to yearly adjustments to reflect rate revisions and inflation. Refer to the Statistical Data Quality Components Section of Part VII – Statistical Data Quality Program for specific information on shipment reporting dates.

However, if a company cedes any business to CAR (refer to item C. of this section), then statistical data for all of the company's business, both ceded and voluntarily written, must be reported to CAR. This data must be reported regardless of whether the company's writings are below the reporting thresholds noted above.



**2. Low Volume Companies**

Subject to CAR's approval, small companies may be permitted to report statistical data to CAR on a quarterly basis, rather than monthly. Companies or company groups that write less than \$500,000 in written premiums and less than \$500,000 in paid losses for statistically reportable coverages will be considered eligible for quarterly statistical reporting and are referred to as low volume companies. CAR verifies a company's volume of writings via the data recorded on the company's Massachusetts Annual Statement Page 15 for the most recent calendar year. Refer to Part VII - Statistical Data Quality Program for additional information and potential reporting penalties applicable to low volume companies.

# **Massachusetts Commercial Automobile Statistical Plan Part II - General Rules**

## **A. DATA REQUIREMENTS (Continued)**

### **3. Companies in a Run-Off Position**

Companies in a run-off position that have stopped writing Massachusetts automobile business must continue to statistically report run-off premium, paid loss and outstanding loss activity on all ceded policies. Statistical data must continue to be reported until all ceded premium has been reported and all ceded losses have been paid or closed without payment or CAR has closed-out the ceded premium and/or loss statistical reporting for the particular policy effective year. Additionally, companies in a run-off position must continue to report statistical data for voluntarily written business, but only until their total written premiums and paid losses (both voluntary and ceded combined) are less than the reporting thresholds noted above.

### **★ 4. Reconciliation of Massachusetts Annual Statement Data**

In addition to the above statistical reporting requirements, all companies that are licensed to write automobile insurance in the state of Massachusetts are required to submit an electronic copy of their NAIC Annual Statement filings to CAR on a yearly basis. Additionally, for each of the other three calendar quarters, companies must submit Massachusetts Annual Statement data via CAR's on-line Annual Statement Reconciliation System. This data must be submitted to CAR even if the company has no actual writings. On a quarterly basis, CAR reconciles a company's Massachusetts Annual Statement data to the data that the company has statistically reported to CAR. The reconciliation process is performed to verify the accuracy and completeness of the database utilized for statistical, ratemaking and reinsurance purposes. Specific information regarding the submission of Massachusetts Annual Statement data is detailed in a quarterly Accounting and Statistical Notice distributed by CAR and in the Technical User Guide for CAR's Online Annual Statement Reconciliation System. Refer to the Statistical Data Quality Program Section of this Plan for additional information and potential reporting penalties associated with the Massachusetts Annual Statement process.

### **5. Filing of Massachusetts Automobile Insurance Expense Call**

Additionally, on an annual basis, each member of CAR is required to file a calendar year Massachusetts Automobile Insurance Expense Call. The Expense Call identifies expenses for the following general categories: Loss Adjustment Expenses, Commissions, Acquisition, Field Supervision and Collection Expenses, Taxes, Licenses and Fees and General Expenses. The Expense Call identifies the portion of total company expenses that are attributable to the cost of transacting automobile insurance business in Massachusetts. On a yearly basis, CAR distributes an Accounting and Statistical Notice that contains specific instructions relative to the Massachusetts Automobile Insurance Expense Call. Refer to the Statistical Data Quality Program Section of this Plan for additional information and potential reporting penalties associated with the Expense Call process.

## **B. REPORTING METHOD**

The instructions that are set forth in the Reporting Instructions – Premiums and Reporting Instructions – Losses Sections of this Plan refer to records reported to CAR on magnetic tape, tape cartridge, or File Transfer Protocol (FTP) transmission. To obtain complete and detailed reporting instructions, refer to the CAR Statistical Edit Package that contains Accounting/Statistical Submission Reporting Instructions.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part II - General Rules**

**B. REPORTING METHOD (Continued)**

The following general instructions apply:

1. Each premium and loss shall be reported on an individual transaction-by-transaction basis in accordance with the instructions and codes contained in this Plan.
2. Companies are responsible for the completeness and accuracy of their own data. Prior to the submission of statistics, the company shall perform an audit of the statistics being reported to detect and correct any error in the assignment of statistical codes contained in the Coding Section of this Plan.
3. All coding must be numeric except for the following fields: Producer Code, Policy Identification Number, Vehicle Identification Number and Company Use fields on premium records and Producer Code, Policy Identification Number, Claim Identification Number, Vehicle Identification Number and Company Use fields on loss records. These fields may be reported with any combination of alphanumeric codes. Fields reserved for future use must be reported with spaces or zero filled.
4. For purposes of the Massachusetts Commercial Automobile Statistical Plan, all references to the reporting of spaces in any field will be denoted by an italicized lower case *b*. For example, in this Plan, Policy Identification Number 12345 would be denoted by 12345***bbbbbbbbbb*** (where *b* denotes a space). In this example, the symbol *b* indicates that a space would be reported by the company in every unused position of the Policy Identification Number field.
5. Data should be reported to CAR as follows:
  - a. Each submission must be filed on a monthly basis with the exception of outstanding loss records, which should be filed quarterly in the March, June, September and December shipments. The records must be submitted in accordance with the Call Schedule that is published annually as an Accounting and Statistical Notice.
  - ★ b. For those companies affiliated with a group, statistical data must be reported to CAR at the individual company number level, rather than at the group company number level.
  - c. In order to assure that a company's submission of data for a particular accounting month is complete, all premium and paid loss data for each accounting month must be submitted to CAR in a single mailing. However, it is acceptable for quarterly outstanding loss data to be submitted separately.

If a company is not able to consolidate their shipments for mailing to CAR, a request for waiver from this requirement must be filed with CAR. If CAR grants a waiver to this requirement, it is necessary for the company to continue to submit their data shipments to CAR in the same manner for each subsequent accounting month.

- d. Companies that have no statistical data to report to CAR must report a Nil Submission Form. This report will indicate that a company has no premium, paid loss and/or outstanding loss transactions to report for a specific month.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part II - General Rules**

**B. REPORTING METHOD (Continued)**

5. Data should be reported to CAR as follows (continued):
  - d. Each shipment of statistics must contain several control records that include control and summary totals relating to the statistics submitted. These totals must be in agreement with the data submitted for the period covered.
  - e. All reported data must be submitted on the appropriate record format as specified in the Record Layout Section of this Plan.

**C. RISKS CEDED TO COMMONWEALTH AUTOMOBILE REINSURERS**

All premiums and losses that are associated with risks ceded to Commonwealth Automobile Reinsurers must be reported to CAR. Premium and loss transactions for such ceded risks must be identified by the appropriate CAR Identification Code specified in the Coding Section of this Plan.

CAR's Plan and Rules of Operation require that the premium on ceded policies be reported at the full policy premium for cedable or total limits, regardless of the date of cession. Although only cedable limits or coverages will be covered by CAR, the full policy premium must be reported. When the total limits premium for a policy exceeds CAR's cedable limits, the portion that exceeds the cedable limit must be reported as a separate record utilizing the special non-cedable Classification Code. This code is identified in the Coding Section of this Plan as a Special Rating and Adjustment classification. The record also must be reported with the appropriate voluntary business CAR Identification Code. The premium amount reported would be the portion of premium that exceeds the cedable limit.

Risks that are initially written as voluntary business, but then ceded to CAR during the policy's term must be ceded as CAR business for the entire policy period. That is, offset and reenter adjustment entries must be reported to remove the record as voluntary business and replace it as CAR business, using the appropriate ceded CAR Identification Code and the total premium and exposure for the risk.

**D. ADJUSTMENTS (ENDORSEMENTS)**

An adjustment to a previously reported statistical record is made by reporting a complete offset of the original record and a new record that shows the proper (adjusted) statistical codes, exposure and/or dollar amounts. For adjustments (including endorsements) to premium records, the dollar amounts and exposure of the original and offsetting records must net to zero. For adjustment to loss records, the dollar amount and claim count of the original and offsetting records must net to zero.

For additional explanation and examples regarding the method for reporting adjustments or endorsements on premium records, refer to Section A – Premiums of the General Reporting Requirements Section of this Plan.

**E. REINSURANCE – OTHER THAN CAR**

Experience is to be reported on direct business only. Therefore, the reports of experience shall not include premiums received from or losses paid to other companies on account of reinsurance assumed by the reporting company, nor shall any deductions be made by the reporting company for reinsured premiums or for losses recovered from other companies on account of reinsurance.



**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section A – Premiums**

**1. REPORTING OF PREMIUMS**

A separate premium record must be reported for each unique set of data elements contained in this Plan. Premiums are reported on statistical records by coverage (liability, personal injury protection (PIP) or no-fault, and physical damage). All bodily injury liability premium records must contain the combined premium of each separately developed bodily injury liability premium (i.e. compulsory bodily injury, optional bodily injury, medical payments, underinsured motorists and uninsured motorists). All other premium records (property damage liability, PIP (no-fault), other than collision and collision) should contain the individually developed premium.

Companies have the option to report combined bodily injury liability premiums apart from property damage liability premiums, on separate statistical records. Similarly, other than collision and collision premiums may be reported on separate statistical records if desired.

Premium adjustments due to the application of Retrospective Rating Plan D must be reported on separate statistical records using the applicable Classification Code and Coverage Code. Retrospective Rating Plans are available for use on voluntary policies only.

**2. SINGLE LIMIT POLICIES**

Single limit policies with separate premiums for bodily injury and property damage shall be reported using the appropriate Limits Identifier Code.

★ When reporting the bodily injury and property damage premium on one record, the combined single limit code shall be reported in the Bodily Injury Limits Code field with spaces or zeros in the Property Damage Limits Code field. Note also that if a property damage deductible has been offered, Property Damage Limits Code 08 may also be reported in the Property Damage Limits Code field. The corresponding bodily injury and property damage portions of the premium as determined by the single limit calculation shall then be reported in the appropriate Bodily Injury Premium Amount or Property Damage Premium Amount field.

When reporting bodily injury and property damage premium on two separate records, the records shall be reported in the following manner:

a. For the bodily injury record, the limit code shall be reported in the Bodily Injury Limits Code field with spaces or zeros in the Property Damage Limits field. The bodily injury portion of the premium as determined by the single limit calculation, shall be reported in the Bodily Injury Premium field with spaces or zeros in the Property Damage Premium field.

★ b. For the property damage record, the combined single limit code shall be reported in the Bodily Injury Limits field with spaces or zeros or Property Damage Limits Code 08 (indicating the existence of a property damage deductible) in the Property Damage Limits field. The Property Damage portion of the premium as determined by the single limit calculation, shall be reported in the Property Damage Premium field with spaces or zeros in the Bodily Injury Premium field.

For additional information relative to the single limit calculation, refer to the Massachusetts Commercial Automobile Insurance Manual.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section A – Premiums**

**3. REPORTING OF EXPOSURE**

Exposure is required as outlined in the Coding Section of this Plan. Exposure must be separately reported for each of the subdivisions of experience for which separate classification codes and exposure basis are shown. If the Classification and Coverage Code Decision Tables contained in Appendix A of this Plan indicate that exposure is not required for certain classification codes or coverage codes, then spaces or zeros must be reported in the Exposure field.

Refer to the Reporting Instructions and Coding Sections of this Plan for further instructions regarding the reporting of exposure.

**4. CHANGES IN COVERAGE BY ENDORSEMENT**

**a. Endorsements Effective as of the Policy Effective Date**

All original records affected by the change in coverage must be offset and new records must be reported with the revised codes. On the new records, all codes not impacted by the change in coverage shall remain the same. Both the offset and reenter records must be fully coded. The Transaction Effective Date should always equal the Policy Effective Date on the offset and reenter records.

The following is an example of liability endorsement records that would be reported to CAR due to a change in liability limits. The rate calculation would be affected, as indicated by the following premium adjustments:

Record	Tx-Type	Pol-Eff-Date	Tx-Eff-Date	Pol-Exp-Date	Exp	BI Premium	PD Premium	BI Limit	PD Limit
Original	11	06-00	06-00	06-01	+12	\$527	\$190	07	01
Offset	12	06-00	06-00	06-01	-12	-\$527	-\$190	07	01
Reenter	12	06-00	06-00	06-01	+12	\$812	\$289	09	07

**b. Endorsements Effective Subsequent to the Policy Effective Date**

All original records affected by the change must be offset to cancel the unearned premium and exposure. New records must be reported with the to-be-earned premium and exposure for the endorsed coverage and the revised codes. On the new records, all codes not impacted by the change in coverage shall remain the same. Both the offset and reenter records must be fully coded. The Transaction Effective Date on the offset and reenter records should be the effective date of the endorsement.

The following is an example of physical damage endorsement records that would be reported to CAR due to a change in vehicle subsequent to the effective date:

Record	Tx-Type	Pol-Eff-Date	Tx-Eff-Date	Pol-Exp-Date	Exp	OTC Prem	Coll Prem	VIN
Original	11	06-00	06-00	06-01	+12	\$72	\$250	JT3FJ62G1L1121580
Offset	12	06-00	12-00	06-01	-6	-\$36	-\$125	JT3FJ62G1L1121580
Reenter	12	06-00	12-00	06-01	+6	\$88	\$494	1J4H152K6TH450117

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section A – Premiums**

**4. CHANGES IN COVERAGE BY ENDORSEMENT (Continued)**

**b. Endorsements Effective Subsequent to the Policy Effective Date (Continued)**

Changes by endorsement may be statistically reported on a coverage basis. For example, if the change is only for the bodily injury coverage, it is not necessary to include the corresponding property damage coverage information on the statistical record. However, any change to bodily injury premium must reflect the compulsory bodily injury, optional bodily injury, medical payments, uninsured motorists and underinsured motorist premiums, even if the change is limited to only one or some of the bodily injury coverages.

**5. CANCELLATION OF PREMIUMS**

When canceling premiums for a policy, all affected records must be individually offset (i.e. record by record) with the appropriate Transaction Type Code included on the cancellation record.

**a. Flat Cancellation**

For detailed information regarding flat cancellations, refer to the Commercial Automobile Insurance Manual. For a flat cancellation, the entry must be identical to the original entry except,

- i. The Exposure and Premium field(s) shall be shown as a credit
- ii. The Accounting Date shall be the month and year that the company booked the cancellation
- iii. The Transaction Type Code shall be 15

Record	Tx-Type	Actg-Date	Pol-Eff-Date	Tx-Eff-Date	Pol-Exp-Date	Exp	BI Premium	PD Premium
Original	11	04-00	01-00	01-00	01-01	+12	\$828	\$317
Cancellation	15	11-00	01-00	01-00	01-01	-12	-\$828	-\$317

**b. Pro Rata Cancellation**

For detailed information regarding pro rata cancellations, refer to the Massachusetts Commercial Automobile Insurance Manual. For a pro rata cancellation, the entry must be identical to the original entry except,

- i. The unearned portion of the premium shall be shown as a credit
- ii. The Transaction Effective Date shall be the effective date of the cancellation
- iii. The Accounting Date shall be the month and year that the company booked the cancellation
- iv. The Transaction Type Code shall be 13

Record	Tx-Type	Actg-Date	Pol-Eff-Date	Tx-Eff-Date	Pol-Exp-Date	Exp	BI Premium	PD Premium
Original	11	04-00	01-00	01-00	01-01	+12	\$716	\$269
Cancellation	13	11-00	01-00	06-00	01-01	-7	-\$403	-\$152

Refer to the Coding Section for the reporting of exposure on such transactions.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section A – Premiums**

**5. CANCELLATION OF PREMIUMS (Continued)**

**c. Short Rate Cancellation**

For detailed information regarding short rate cancellations, refer to the Massachusetts Commercial Automobile Insurance Manual. For a short rate cancellation, the entry must be identical to the original entry except,

- i. The unearned portion of the premium, calculated on the basis of the applicable short rate table (located in the Massachusetts Commercial Automobile Insurance Manual), shall be shown as a credit
- ii. The Transaction Effective Date shall be the effective date of the cancellation
- iii. The Accounting Date shall be the month and year that the company booked the cancellation
- iv. The Transaction Type Code shall be 13

Record	Tx-Type	Actg-Date	Pol-Eff-Date	Tx-Eff-Date	Pol-Exp-Date	Exp	BI Premium	PD Premium
Original	11	04-00	01-00	01-00	01-01	+12	\$716	\$269
Cancellation	13	11-00	01-00	06-00	01-01	-7	-\$338	-\$130

Refer to the Coding Section for the reporting of exposure on such transactions.

**6. PREMIUM MODIFICATION**

The Experience Rating Modification Factor and the All Other Rating Modification Factor are developed based upon the requirements and parameters of the particular plan filed by a company. Examples of filed plans include Experience or Scheduled Rating Plans.

The Experience Modification Factor and the All Other Modification Factor measure the difference between the policy's manual premium and the total premium charged for the policy, and will result in either a credit or debit to the policy's manual premium. The manual premium is the premium that would result from the use of rates and rules prior to the application of the Experience Rating, Scheduled Rating or other filed Plans.

If the Factor is known at the time of policy issuance, report the adjusted premium amount as the policy's annual premium. If the Factor is not known at the time of policy issuance, report the manual premium amount and follow the endorsement procedures contained in both the General Rules Section and Section A – Premiums of the General Reporting Requirements of this Plan, once the adjusted premium amount has been determined.

Refer to the Coding Section for examples.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section A – Premiums**

**7. POLICIES SUBJECT TO AUDIT**

There are several types of policies for which coverage is initially provided on an estimated basis and then adjusted once the actual exposure is determined by an audit of the risk. At the time of policy issuance, deposit statistical transactions which contain an estimate of a policy's exposure and premium based on the previous year of experience, must be statistically reported. Deposit transactions must be coded in accordance with the Classification Code Decision Table contained in Appendix A of this Plan.

Once an audit of a policy has been completed, report any necessary adjustment (audit) transactions containing the required statistical coding using Transaction Type Code 16 (Audit) or Transaction Type Code 12 (Endorsement, Audit or Policy Extension).

The exposure and premium reported on an audit transaction may be reported net of the exposure and premium reported on the initial deposit transaction or may be reported in conjunction with an endorsement record to offset the initial deposit transaction.

**8. MULTIPLE YEAR POLICIES AND INSTALLMENT POLICIES**

Multiple year policies rated on an annual basis shall be reported in the same manner as one year policies. If the policy is written and rated for a period longer than one year, report the total policy premium for the full policy period and the total exposure for the full policy period.

The statistical reporting of policies not subject to audit written on an installment basis for terms not longer than one year is the same for policies written on a prepayment basis. Any interest or finance charge shall not be included in the premium reported for the policy.

**9. RULES FOR EXTENDING A POLICY**

A policyholder may request that his or her policy be extended. The statistical reporting for such extensions may be done by either of two methods: extension by endorsement or extension by cancellation and rewrite.

If the extension by endorsement method is used, the additional premium must be reported under the original policy number coded with Transaction Type Code 12. The Transaction Effective Date should be the date the extension took effect and the Policy Expiration Date should be the new expiration date.

If the extension is by cancellation and rewrite, a new policy number must be used and the unearned premium on the original policy must be credited in the same manner as any cancelled policy, coded with Transaction Type Code 13. All of the coding for the new policy will be done in the usual manner under the new policy, coded with Transaction Type Code 11.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section A – Premiums**

**10. REPORTING TERRORISM COVERAGE**

For all premium records, terrorism coverage information is identified in the Terrorism Coverage Code field. In situations where terrorism coverage is purchased in accordance with the Terrorism Risk Insurance Act of 2002 or if coverage for all other acts of terrorism not covered under the Act is purchased separately, a separate premium record is required to be reported to identify the premium associated with the terrorism coverage.

The terrorism coverage premium record must be coded using the statistical codes required for the Classification Code reported on the record, as indicated in Appendix A – Classification Decision Table. If the terrorism coverage premium has been determined on a policy level basis (i.e. one indivisible premium for terrorism coverage), for reporting purposes, the premium may be split in proportion to the underlying coverage on the policy.

Refer to Part VI – Coding Section for further information and examples for reporting terrorism coverage.

**★ 11. BUSINESS INTERRUPTION COVERAGE**

Business Interruption coverage provides coverage for the interruption of an insured's business resulting from direct and accidental loss or damage to scheduled property. This coverage is only applicable to voluntary policies.

Business Interruption coverage is identified with specific physical damage classification and coverage codes, and with an exposure basis representing the limit of insurance written on the endorsement schedule. For each scheduled item with a separate limit of insurance, an individual premium record is required to be reported for each item. For a group of multiple items with one single limit of insurance, one single premium record is required.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section B – Losses**

**1. REPORTING OF LOSSES**

Losses and allocated loss adjustment expenses must be reported on separate records with the applicable codes used to report the corresponding premium records in addition to the loss codes contained in the Coding Section of this Plan.

Allocated loss adjustment expenses must be submitted for all liability and PIP (no-fault) losses. For physical damage losses, allocated loss adjustment expenses are required only for ceded paid losses. However, allocated loss adjustment expenses for voluntary paid physical damage losses may be optionally reported.

★ **2. DEFINITION OF A CLAIM**

**a. Claim Definition**

For the purpose of this Plan, a claim shall be defined as:

- i. the loss incurred on account of bodily injury to any one individual arising out of any one accident for a particular coverage,
- ii. the loss for damage to the property, including loss of use, of any one individual (or legal entity) arising out of any one accident for which there is property damage coverage,
- iii. each individual loss arising under a physical damage coverage.

★

**Massachusetts Commercial Automobile  
Statistical Plan  
Part III - General Reporting Requirements**

**Section B – Losses**

**3. ACCIDENT REPORTING**

Each accident must be uniquely identified within a given accident year. The Claim Identification Number must be used to uniquely identify the accident and claimant. If multiple coverages are involved, each coverage must be uniquely identified through the use of Coverage and Type of Loss Codes. Refer to the Reporting Instructions – Losses Section of this Plan for additional information on Claim Identification Number.

The following example illustrates several scenarios for reporting Claim Identification Number. Note that in all cases, the Claim Identification Number must be consistent for the liability and no-fault lines of business. Refer to methods 1, 2, and 3 of the example. However, it is not required for the physical damage Claim Identification Numbers to be consistent either with liability and no-fault or within physical damage. Refer to methods 2 and 3 of the example.

**Sample Loss Scenario:**

Company A's insured was in an accident for which he was at fault. The insured suffers injuries (\$9,000) plus lost wages (\$500) and his vehicle was damaged (\$2,100). The insured was also reimbursed for substitute transportation (\$900). The other driver was seriously injured (\$8,000), and his car was damaged (\$3,500). Company B paid for their driver's medical bills under PIP coverage and paid collision damage waiving the deductible. Company B then subrogated against the at-fault insured's insurance company. Company B also paid for a police report (\$10) and an independent medical exam (\$350) under PIP, which was included in their subrogation figure to Company A. Company B's insured then took court action against the at-fault driver for pain and suffering, etc. (\$10,000). Below is a summary of Company A's statistical reporting.

Claimant	Subline Code	Type of Loss Code	Coverage Code	Loss Amount	Claim Identification Number		
					Method 1	Method 2	Method 3
1 (Driver A)	611	05		\$1,500	ABC010	ABC010	ABC010
	615	24		\$7,500	ABC010	ABC010	ABC010
	615	34		\$500	ABC010	ABC010	ABC010
	618	11	016	\$1,600	ABC010	ABC019	ABC019
	618	09	083	\$900	ABC010	ABC019	ABC018
2 (Driver B)	611	03		\$3,500	ABC020	ABC020	ABC020
	611	01		\$10,000	ABC020	ABC020	ABC020
	611	11		\$9,160	ABC020	ABC020	ABC020



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**Section B – Losses**

**4. REPORTING OF ALLOCATED/UNALLOCATED LOSS ADJUSTMENT EXPENSES**

**a. Allocated Loss Adjustment Expenses (ALAE)**

Allocated loss adjustment expenses are the following types of expenses paid by a company in connection with the adjustment of a specific claim. ALAE are to be reported as separate records, in the same detail as indemnity losses, using the appropriate Transaction Type Code. Transaction Type Code 27 represents paid legal expenses, Transaction Type Code 29 represents paid medical expenses, and Transaction Type Code 24 represents all other paid expenses. Transaction Type Code 22 represents outstanding allocated loss adjustment expenses.

Note that salvage pool expenses should not be reported as allocated loss adjustment expenses. Refer to the Subrogation Recoveries/Expenses portion of this section for additional details.

i. Transaction Type Code 27

The following are allowable legal allocated loss adjustment expenses:

- a) Arbitration, court, and other specific items of expense, such as stenography, witnesses and summonses (excluding medical), examinations under oath
- b) External attorney fees for claims in suit
- c) House counsel fees for claims in suit, excluding fees incurred to effect subrogation, provided that:
  - 1) The fees are computed at the same rate and by the same method as non-ceded claims,
  - 2) The fees reflect the total operating cost, including labor, on an individual suit basis and are substantiated by time statistics (Operational costs are defined as expenses which are normally contained in company overhead, such as rent, heat, electricity, benefits, etc., but excludes any items of profit)

ii. Transaction Type Code 29

The following are allowable medical allocated loss adjustment expenses:

- a) Medical examinations to determine the extent of the company's liability
- b) Preferred provider network/organization service fee expenses incurred on a particular claim
- c) Expert medical or other evidence
- d) Laboratory and x-ray
- e) Autopsy
- f) Cost of medical records

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**4. REPORTING OF ALLOCATED/UNALLOCATED LOSS ADJUSTMENT EXPENSES  
(Continued)**

**a. Allocated Loss Adjustment Expenses (ALAE) (Continued)**

iii. Transaction Type Code 24

The following are allowable all other allocated loss adjustment expenses:

- a) Accident reconstruction
- b) Copies of documents
- c) Public records/police/fire reports (to the limit provided for by law)
- d) Motor vehicle registration search fees
- e) Appraisals of property (excluding motor vehicles)
- f) Special investigation of a claimant's background (including asset/credit reports)
- g) Engine oil, fluid analysis

**b. Unallocated Loss Adjustment Expenses**

Unallocated loss adjustment expenses are expenses paid by a company in settling a claim, that can not be directly allocated to a specific claim. Unallocated loss adjustment expenses are not to be reported. Examples of these expenses include:

- i. Overhead, salaries, and traveling expenses of company employees (other than amounts allocated as attorney fees for claims in suit)
- ii. Special investigations concerning the facts of the loss
- iii. Adjuster's fees, including those paid to independent adjusters and/or attorneys for adjusting claims (The term "adjusting" includes the investigation and adjustment of claims, the disposition of salvage, and the recovery of subrogation claims not in suit)
- iv. Fees for appraisals of motor vehicles, including preinspections and intensified appraisals
- v. Fees for retrieval of preinspection reports

**5. INTERCOMPANY REIMBURSEMENTS RESULTING FROM PIP (NO-FAULT)  
CLAIMS**

The intercompany settlement reduces the dollars of loss charged against the insured to the extent he or she is free of fault by allowing his or her insurance company to recover from the carrier insuring the at-fault party.

When a PIP (no-fault) claim is established by a company (company #1) to cover damages caused by an at-fault third party to one of its insureds, and the company subsequently takes subrogation action against the company (company #2) insuring the at-fault party, the PIP claim reported by company #1 must follow the no-fault reporting and coding instructions set forth in this Plan.

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**Section B – Losses**

**5. INTERCOMPANY REIMBURSEMENTS RESULTING FROM PIP (NO-FAULT)  
CLAIMS (Continued)**

The company being subrogated against (company #2) must establish a bodily injury liability claim to cover the amount of reimbursement to company #1. The reimbursement outstanding reserve and/or payment shall be coded to the vehicle at fault and shall be reported as an outstanding and/or paid loss with Type of Loss Code 11 or 14, depending upon the particulars of the claim. The amount of the reimbursement outstanding reserve and/or payment reported by company #2 shall include any reimbursement for allocated loss adjustment expense incurred by company #1 on its PIP claim, for medical, wage, and other economic loss, and for unallocated loss adjustment expense equal to 10% of the total amount of indemnity reimbursed. The sample loss scenario depicted previously in this section illustrates this reporting requirement under Claimant 2.

★ The reimbursement recovery received by company #1 shall be reported as a credit entry against the PIP claim using subrogation Transaction Type Code 26 and Type of Loss Code 45. Any allocated loss adjustment expense included in the recovery shall be reported as a separate record using the applicable allocated loss adjustment expense transaction type code and Type of Loss Code 45. Any unallocated loss adjustment expense included in the recovery must not be reported.

**6. INTRACOMPANY REIMBURSEMENTS RESULTING FROM PIP (NO-FAULT)  
CLAIMS**

When multiple PIP (no-fault) claims are established by the same company as the result of one accident involving two or more of its insureds, the company must determine the at-fault party and then establish a separate bodily injury claim to reimburse the insured not at fault. The statistical reporting requirements for these claims are identical to those explained for company #2 above.

**7. SUBROGATION RECOVERIES/EXPENSES (OTHER THAN THOSE RESULTING  
FROM INTER/INTRACOMPANY REIMBURSEMENTS)**

When reporting the following types of subrogation recoveries, the records must contain all codes identical to the original entries, with the exception of the Transaction Type Code and the Accounting Date.

**a. Indemnity Recoveries**

★ Subrogation recoveries of previously reported indemnity transactions must be identified by subrogation Transaction Type Code 26. Certain expenses incurred in effecting the recovery, not to exceed the original loss amount, can be deducted from the recovery amount or reported separately with a subrogation Transaction Type Code. Such expenses include:

- i. Attorney's fees and associated costs for claims in suit
- ii. Court costs
- iii. Location/address reports

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**7. SUBROGATION RECOVERIES/EXPENSES (OTHER THAN THOSE RESULTING FROM INTER/INTRACOMPANY REIMBURSEMENTS) (Continued)**

**a. Indemnity Recoveries (Continued)**

The following are expenses that can neither be deducted from the recovery amount nor reported separately:

- i. Cost of company employees
- ii. Collection agency fees
- iii. Subrogation recovery services

**b. Allocated Loss Adjustment Expense Recoveries**

Subrogation recoveries of a previously reported allocated loss adjustment expense transaction must be reported as offsets to the original entries, using applicable allocated loss adjustment expense Transaction Type Codes. Report Claim Count 0.

**8. SALVAGE RECOVERIES/EXPENSES**

Salvage recovery adjustments to previously reported collision, comprehensive, and property damage entries must be identified by salvage Transaction Type Code 25, and must contain all codes identical to the original entry, with the exception of the Transaction Type Code and the Accounting Date.

★ The following expenses incurred to effect salvage may be netted from the recovery amount or reported as a separate record with salvage Transaction Type Code 25:

- a. Original towing and storage charges, excluding losses resulting from towing and labor
- b. Haul fees to salvage yard
- c. Pool fees of commission
- d. Auction fees
- e. Salvage title fees (to the limit provided for by law)
- f. Salvage pool expenses

**9. AMOUNT OF PAID LOSS AND EXPENSE**

The loss to be reported shall be the amount of paid indemnity, medical, wage, or other economic loss pertaining to a single coverage of the policy for a particular claimant. In the case of PIP (no-fault), amounts reported must be prior to recovery via intracompany or intercompany reimbursements.

Liability and PIP expense reported is the allocated loss adjustment expense paid and/or outstanding for the particular claim or coverage/accident. Paid allocated loss adjustment expense on physical damage losses is only required on ceded business, but may be optionally reported for voluntary business.

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**Section B – Losses**

**10. EXTENT OF VEHICLE LOSS FOR PAID LOSSES**

For each property damage liability and physical damage paid loss record reported, identify whether the loss is a total or a partial vehicle loss within the Partial/Total Loss Indicator field.

Regarding vehicle claims, a total loss is any loss where the insurer takes title to the damaged vehicle and gains the salvage value of the insured vehicle. (In certain cases the policyholder may retain title to the vehicle, but the estimated salvage value is deducted from the settlement. This satisfies the definition in that the insurer in fact took title and returned it to the insured upon being reimbursed for the estimated salvage value.)

A partial loss is any loss where the insurer makes payment to a policyholder of a dollar amount for the repair of the insured vehicle. The insured retains title to the vehicle. The partial/total loss status will remain as determined at first payment. All non-vehicle claims should be coded as partial losses.

Refer to the Coding Section of this Plan for specific instructions on reporting the Partial/Total Loss Indicator.

**11. OUTSTANDING LOSSES (EXCLUDING PHYSICAL DAMAGE)**

Outstanding losses shall be evaluated as of each quarter ending date and shall be reported in the method prescribed in the Annual Call Schedule.

Outstanding PIP (no-fault) losses may be subdivided between medical, wage, or all other economic losses, using applicable Type of Loss Codes, or outstanding PIP losses may be reported in total, using a non-split outstanding Type of Loss Code 23.

**12. GLASS LOSSES**

All glass losses should be reported with the appropriate Coverage Code and Type of Loss Code. Specifically,

- a. Individual glass damage losses should be reported with an other than collision Coverage Code and Type of Loss Code 03.
- b. Glass damage resulting from a collision should be reported with a collision Coverage Code and the appropriate Type of Loss Code.
- c. Glass damage resulting from an other than collision loss should be reported with an other than collision Coverage Code and the appropriate Type of Loss Code.

**13. EXTRA-RISK RATING**

Physical damage loss records should be coded to identify the appropriate extra-risk category as reported on the corresponding premium record. Refer to Section A – Premiums of the General Reporting Requirements Section of this Plan for additional information relative to extra-risk rating.

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**Section A – Liability**

**1. COMPANY OR GROUP NUMBER CODE (Positions 1-3)**

Report the three (3) digit numeric code assigned by CAR.

**2. TRANSACTION TYPE CODE (Positions 4-5)**

Report the two (2) digit numeric code that represents the transaction being reported. Refer to the Coding Section for applicable codes.

**3. ACCOUNTING DATE (Positions 6-7)**

Report the month and year of the accounting date of the shipment. This date should correspond to the date reported on the transmittal control record associated with the shipment.

Accounting month requires a one (1) digit code in position 6. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accounting year requires a one (1) digit code in position 7. Use the fourth position of the year from the accounting date of the shipment. For example, an accounting year of 2001 shall be reported as 1 in position 7.

**4. POLICY EFFECTIVE DATE (Positions 8-10)**

Report the month and year of the effective date of the policy.

Policy effective month requires a one (1) digit code in position 8. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy effective year requires a two (2) digit code in positions 9-10. Use the third and fourth positions of the policy effective year of the entry being reported. For example, a policy effective year of 2001 shall be reported as 01 in positions 9-10.

**5. TRANSACTION EFFECTIVE DATE (Positions 11-13)**

Report the month and year of the effective date of the transaction.

Transaction effective month requires a one (1) digit code in position 11. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Transaction effective year requires a two (2) digit code in positions 12-13. Use the third and fourth positions of the transaction effective year of the entry being reported. For example, a transaction effective year of 2001 shall be reported as 01 in positions 12-13.

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**Section A – Liability**

**6. POLICY EXPIRATION DATE (Positions 14-16)**

Report the month and year of the expiration date of the policy.

Policy expiration month requires a one (1) digit code in position 14. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy expiration year requires a two (2) digit code in positions 15-16. Use the third and fourth positions of the policy expiration year of the entry being reported. For example, a policy expiration year of 2002 shall be reported as 02 in positions 15-16.

**7. STATE CODE (Positions 17-18)**

Report State Code 20.

**8. PREMIUM TOWN CODE (Positions 19-21)**

For those risks that are not zone rated, report the three (3) digit numeric code for the town that is the location of principal garaging (i.e. rating town). However, if the risk is classified in accordance with the Public Transportation Section of the Massachusetts Commercial Automobile Insurance Manual, the Premium Town Code reported must be the highest rated city or town in which the vehicle is customarily operated.

For zone rated risks, report Premium Town Code 000.

If the vehicle has no principal place of garaging in Massachusetts (i.e. out-of-state), use the appropriate out-of-state Premium Town Code.

Refer to Appendix B for applicable codes.

**9. CAR IDENTIFICATION CODE (Position 22)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**10. TYPE OF RISK CODE (Position 23)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**11. ANNUAL STATEMENT LINE OF BUSINESS CODE (Positions 24-26)**

Report the three (3) digit numeric code corresponding to the Annual Statement Line of Business to which the transaction was assigned. Refer to the Coding Section for applicable codes.

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**Section A – Liability**

**12. SUBLINE CODE (Positions 27-29)**

Report Subline Code 611.

**14. CLASSIFICATION CODE (Positions 30-35)**

Report the six (6) digit numeric code assigned to the vehicle or coverage. Refer to the Coding Section for applicable codes.

**15. LIMITS IDENTIFIER CODE (Position 36)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**15. BODILY INJURY LIMITS CODE (Positions 37-38)**

Report the two (2) digit numeric code. Refer to the Coding Section for applicable codes.

**16. PROPERTY DAMAGE LIMIT CODE (Positions 39-40)**

Report the two (2) digit numeric code. Refer to the Coding Section for applicable codes.

**17. MEDICAL PAYMENTS LIMIT CODE (Positions 41-42)**

Report the two (2) digit numeric code. Refer to the Coding Section for applicable codes.

**18. UNINSURED MOTORIST LIMITS CODE (Positions 43-44)**

Report the two (2) digit numeric code. Refer to the Coding Section for applicable codes.

**19. UNDERINSURED MOTORIST LIMITS CODE (Positions 45-46)**

Report the two (2) digit numeric code. Refer to the Coding Section for applicable codes.

**20. Reserved for Future Use (Position 47)**

Report space or zero.

**21. POLLUTION LIABILITY BROADENED COVERAGE CODE (Position 48)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**22. ZONE RATING CODE (Positions 49-51)**

For zone rated risks, report the three (3) digit numeric code. Refer to the Coding Section for applicable codes.

For other than zone rated risks, report Zone Rating Code 000.



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**Section A – Liability**

**23. AGE CODE (Position 52)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**24. AGGREGATE LIMITS IDENTIFIER CODE (Position 53)**

Report the one (1) digit numeric code.

**25. Reserved for Future Use (Positions 54-55)**

Report spaces or zeros.

**26. PASSIVE RESTRAINT DEVICE DISCOUNT CODE (Position 56)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**27. Reserved for Future Use (Positions 57-58)**

Report spaces or zeros.

**28. RATING IDENTIFICATION CODE (Position 59)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**★ 29. TERRORISM COVERAGE CODE (Position 60)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**30. PRODUCER CODE (Positions 61-66)**

Report the six (6) character alphanumeric code. Note that a unique Producer Code is required to be reported for each agency office location. This field must be left justified with no spaces between significant digits. If the Producer Code reported is less than six (6) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**31. Reserved for Future Use (Positions 67-71)**

Report spaces or zeros.

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**Section A – Liability**

**32. ZIP CODE (Positions 72-80)**

Report the five (5) or nine (9) digit numeric code which represents the location of principal garaging of the vehicle for which the transaction is being reported. If the vehicle has no principal place of garaging in Massachusetts (i.e. out-of-state), use the appropriate out-of-state ZIP Code.

ZIP Code must be left justified with no spaces between significant digits. If a five (5) digit ZIP Code is reported, report spaces in all unused positions.

Refer to the Coding Section for examples.

**33. EXPOSURE (Positions 81-87)**

Report exposure using the method appropriate for the vehicle's classification or coverage. Refer to the Coding Section for definitions and examples of calculating exposure under each of these methodologies.

The Exposure field is a numeric field where all negative values must be reported as signed. Any value from -9999999 to 9999999 may be reported. Exposure must be right justified with leading zeros.

**34. EXPERIENCE RATING MODIFICATION FACTOR CODE (Positions 88-90)**

Report the three (3) digit numeric code that reflects the credit or debit applied to the reported premium. If no modification is applicable, report Experience Rating Modification Factor Code 100.

Refer to the Coding Section for examples.

**35. ALL OTHER RATING MODIFICATION FACTOR CODE (Positions 91-93)**

Report the three (3) digit numeric code that reflects the credit or debit applied to the reported premium. If no modification is applicable, report All Other Rating Modification Factor Code 100.

Refer to the Coding Section for examples.

**36. Reserved for Future Use (Positions 94-95)**

Report spaces or zeros.

**37. BODILY INJURY PREMIUM AMOUNT (Positions 96-103)**

Report the combined premium for the Bodily Injury, Optional Bodily Injury, Medical Payments, Uninsured Motorist and Underinsured Motorist coverages rounded to the nearest whole dollar.

The Bodily Injury Premium Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

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**38. PROPERTY DAMAGE PREMIUM AMOUNT (Positions 104-111)**

Report the property damage premium rounded to the nearest whole dollar.

The Property Damage Premium Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**39. Reserved for Future Use (Positions 112-114)**

Report spaces or zeros.

**40. POLICY IDENTIFICATION NUMBER (Positions 115-130)**

Report the policy number or any other alphanumeric combination of characters that will make it possible to locate the policy record within company files. The number must consist only of significant alphanumeric characters.

This field must be left justified and must be at least three (3) alphanumeric characters with no spaces between significant digits. If the Policy Identification Number reported is less than sixteen (16) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**41. VEHICLE IDENTIFICATION NUMBER (Positions 131-147)**

Report the alphanumeric Vehicle Identification Number of the vehicle for which the transaction is being reported.

This field must be left justified and must be at least five (5) alphanumeric characters with no spaces between significant digits. If the Vehicle Identification Number is less than seventeen (17) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**42. COMPANY USE (Positions 148-150)**

This field is for company use only and may be reported with spaces, zeros, or may contain any alphanumeric combination that suits the individual company's purposes.

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**Section B – No-Fault**

**1. COMPANY OR GROUP NUMBER CODE (Positions 1-3)**

Report the three (3) digit numeric code assigned by CAR.

**2. TRANSACTION TYPE CODE (Positions 4-5)**

Report the two (2) digit numeric code that represents the transaction being reported. Refer to the Coding Section for applicable codes.

**3. ACCOUNTING DATE (Positions 6-7)**

Report the month and year of the accounting date of the shipment. This date should correspond to the date reported on the transmittal control record associated with the shipment.

Accounting month requires a one (1) digit code in position 6. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accounting year requires a one (1) digit code in position 7. Use the fourth position of the year from the accounting date of the shipment. For example, an accounting year of 2001 shall be reported as 1 in position 7.

**4. POLICY EFFECTIVE DATE (Positions 8-10)**

Report the month and year of the effective date of the policy.

Policy effective month requires a one (1) digit code in position 8. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November and the ampersand symbol (&) for the month of December.

Policy effective year requires a two (2) digit code in positions 9-10. Use the third and fourth positions of the policy effective year of the entry being reported. For example, an effective year of 2001 shall be reported as 01 in positions 9-10.

**5. TRANSACTION EFFECTIVE DATE (Positions 11-13)**

Report the month and year of the effective date of the transaction.

Transaction effective month requires a one (1) digit code in position 11. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Transaction effective year requires a two (2) digit code in positions 12-13. Use the third and fourth positions of the transaction effective year of the entry being reported. For example, a transaction effective year of 2001 shall be reported as 01 in positions 12-13.

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**Section B – No-Fault**

**6. POLICY EXPIRATION DATE (Positions 14-16)**

Report the month and year of the expiration date of the policy.

Policy expiration month requires a one (1) digit code in position 14. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy expiration year requires a two (2) digit code in positions 15-16. Use the third and fourth positions of the policy expiration year of the entry being reported. For example, an expiration year of 2002 shall be reported as 02 in positions 15-16.

**7. STATE CODE (Positions 17-18)**

Report State Code 20.

**8. PREMIUM TOWN CODE (Positions 19-21)**

For those risks that are not zone rated, report the three (3) digit numeric code for the town that is the location of principal garaging (i.e. rating town). However, if the risk is classified in accordance with the Public Transportation Section of the Massachusetts Commercial Automobile Insurance Manual, the Premium Town Code reported must be the highest rated city or town in which the vehicle is customarily operated.

For zone rated risks, report Premium Town Code 000.

If the vehicle has no principal place of garaging in Massachusetts (i.e. out-of-state), use the appropriate out-of-state Premium Town Code.

Refer to Appendix B for applicable codes.

**9. CAR IDENTIFICATION CODE (Position 22)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**10. TYPE OF RISK CODE (Position 23)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**11. ANNUAL STATEMENT LINE OF BUSINESS CODE (Positions 24-26)**

Report the three (3) digit numeric code corresponding to the Annual Statement Line of Business to which the transaction was assigned. Refer to the Coding Section for applicable codes.

**12. SUBLINE CODE (Positions 27-29)**

Report Subline Code 615.

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**Section B – No-Fault**

**13. CLASSIFICATION CODE (Positions 30-35)**

Report the six (6) digit numeric code assigned to the vehicle or coverage. Refer to the Coding Section for applicable codes.

**14. Reserved for Future Use (Position 36)**

Report space or zero.

**15. PIP COVERAGE CODE (Position 37)**

Report the one (1) digit numeric code. Refer to the Coding Section for the applicable code.

**16. Reserved for Future Use (Positions 38-48)**

Report spaces or zeros.

**17. ZONE RATING CODE (Positions 49-51)**

For zone rated risks, report the three (3) digit numeric code. Refer to the Coding Section for applicable codes.

For other than zone rated risks, report Zone Rating Code 000.

**18. AGE CODE (Position 52)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

★ **19. Reserved for Future Use (Positions 53-55)**

Report spaces or zeros.

**20. PASSIVE RESTRAINT DEVICE DISCOUNT CODE (Position 56)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**21. Reserved for Future Use (Positions 57-58)**

Report spaces or zeros.

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**Section B – No-Fault**

**22. RATING IDENTIFICATION CODE (Position 59)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

★ **23. TERRORISM COVERAGE CODE (Position 60)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**24. PRODUCER CODE (Positions 61-66)**

Report the six (6) character alphanumeric code. Note that a unique Producer Code is required to be reported for each agency office location. This field must be left justified with no spaces between significant digits. If the Producer Code reported is less than six (6) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**25. Reserved for Future Use (Positions 67-71)**

Report spaces or zeros.

**26. ZIP CODE (Positions 72-80)**

Report the five (5) or nine (9) digit numeric code which represents the location of principal garaging of the vehicle for which the transaction is being reported. If the vehicle has no principal place of garaging in Massachusetts (i.e. out-of-state), use the appropriate out-of-state ZIP Code.

ZIP Code must be left justified with no spaces between significant digits. If a five (5) digit ZIP Code is reported, report spaces in all unused positions.

Refer to the Coding Section for examples.

**27. EXPOSURE (Positions 81-87)**

Report exposure using the method appropriate for the vehicle's classification or coverage. Refer to the Coding Section for definitions and examples of calculating exposure under each of these methodologies.

The Exposure field is a numeric field where all negative values must be reported as signed. Any value from -9999999 to 9999999 may be reported. Exposure must be right justified with leading zeros.

**28. EXPERIENCE RATING MODIFICATION FACTOR CODE (Positions 88-90)**

Report the three (3) digit numeric code that reflects the credit or debit applied to the reported premium. If no modification is applicable, report Experience Rating Modification Factor Code 100.

Refer to the Coding Section for examples.

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**Section B – No-Fault**

**29. ALL OTHER RATING MODIFICATION FACTOR CODE (Positions 91-93)**

Report the three (3) digit numeric code that reflects the credit or debit applied to the reported premium. If no modification is applicable, report All Other Rating Modification Factor Code 100.

Refer to the Coding Section for examples.

**30. Reserved for Future Use (Positions 94-95)**

Report spaces or zeros.

**31. PIP (NO-FAULT) PREMIUM AMOUNT (Positions 96-103)**

Report the PIP premium rounded to the nearest whole dollar.

The PIP Premium Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**32. Reserved for Future Use (Positions 104-114)**

Report spaces or zeros.

**33. POLICY IDENTIFICATION NUMBER (Positions 115-130)**

Report the policy number or any other alphanumeric combination of characters that will make it possible to locate the policy record within company files. The number must consist only of significant alphanumeric characters.

This field must be left justified and must be at least three (3) alphanumeric characters with no spaces between significant digits. If the Policy Identification Number reported is less than sixteen (16) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**34. VEHICLE IDENTIFICATION NUMBER (Positions 131-147)**

Report the alphanumeric Vehicle Identification Number of the vehicle for which the transaction is being reported.

This field must be left justified and must be at least five (5) alphanumeric characters with no spaces between significant digits. If the Vehicle Identification Number is less than seventeen (17) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**35. COMPANY USE (Positions 148-150)**

This field is for company use only and may be reported with spaces, zeros, or may contain any alphanumeric combination that suits the individual company's purposes.



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**Section C – Physical Damage**

**1. COMPANY OR GROUP NUMBER CODE (Positions 1-3)**

Report the three (3) digit numeric code assigned by CAR.

**2. TRANSACTION TYPE CODE (Positions 4-5)**

Report the two (2) digit numeric code that represents the transaction being reported. Refer to the Coding Section for applicable codes.

**3. ACCOUNTING DATE (Positions 6-7)**

Report the month and year of the accounting date of the shipment. This date should correspond to the date reported on the transmittal control record associated with the shipment.

Accounting month requires a one (1) digit code in position 6. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand (&) symbol for the month of December.

Accounting year requires a one (1) digit code in position 7. Use the fourth position of the year from the accounting date of the shipment. For example, an accounting year of 2001 shall be reported as 1 in position 7.

**4. POLICY EFFECTIVE DATE (Positions 8-10)**

Report the month and year of the effective date of the policy.

Policy effective month requires a one (1) digit code in position 8. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy effective year requires a two (2) digit code in positions 9-10. Use the third and fourth positions of the policy effective year of the entry being reported. For example, an effective year of 2001 shall be reported as 01 in positions 9-10.

**5. TRANSACTION EFFECTIVE DATE (Positions 11-13)**

Report the month and year of the effective date of the transaction.

Transaction effective month requires a one (1) digit code in position 11. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Transaction effective year requires a two (2) digit code in positions 12-13. Use the third and fourth positions of the transaction effective year of the entry being reported. For example, a transaction effective year of 2001 shall be reported as 01 in positions 12-13.

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**Section C – Physical Damage**

**6. POLICY EXPIRATION DATE (Positions 14-16)**

Report the month and year of the expiration date of the policy.

Policy expiration month requires a one (1) digit code in position 14. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy expiration year requires a two (2) digit code in positions 15-16. Use the third and fourth positions of the policy expiration year of the entry being reported. For example, an expiration year of 2002 shall be reported as 02 in positions 15-16.

**7. STATE CODE (Positions 17-18)**

Report State Code 20.

**8. PREMIUM TOWN CODE (Positions 19-21)**

For those risks that are not zone rated, report the three (3) digit numeric code for the town that is the location of principal garaging (i.e. rating town). However, if the risk is classified in accordance with the Public Transportation Section of the Massachusetts Commercial Automobile Insurance Manual, the Premium Town Code reported must be the highest rated city or town in which the vehicle is customarily operated.

For zone rated risks, report Premium Town Code 000.

If the vehicle has no principal place of garaging in Massachusetts (i.e. out-of-state), use the appropriate out-of-state Premium Town Code.

Refer to Appendix B for applicable codes.

**9. CAR IDENTIFICATION CODE (Position 22)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**10. TYPE OF RISK CODE (Position 23)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**11. ANNUAL STATEMENT LINE OF BUSINESS CODE (Positions 24-26)**

Report the three (3) digit numeric code corresponding to the Annual Statement Line of Business to which the transaction was assigned. Refer to the Coding Section for applicable codes.

**12. SUBLINE CODE (Positions 27-29)**

Report Subline Code 618.

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**Section C – Physical Damage**

**13. CLASSIFICATION CODE (Positions 30-35)**

Report the six (6) digit numeric code assigned to the vehicle or coverage. Refer to the Coding Section for applicable codes.

**14. Reserved for Future Use (Position 36)**

Report space or zero.

**15. OTHER THAN COLLISION COVERAGE CODE (Positions 37-39)**

Report the three (3) digit numeric code. Refer to the Coding Section for applicable codes.

**16. COLLISION COVERAGE CODE (Positions 40-42)**

Report the three (3) digit numeric code. Refer to the Coding Section for applicable codes.

**17. Reserved for Future Use (Positions 43-44)**

Report spaces or zeros.

**18. SYMBOL CODE (Positions 45-46)**

Report the two (2) digit numeric code that represents the cost new or value (for Commercial Motorcycles) assigned to the vehicle for the transaction being reported. Refer to the Coding Section for applicable codes and examples.

**19. PRE-INSURANCE INSPECTION IDENTIFICATION CODE (Position 47)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**20. Reserved for Future Use (Position 48)**

Report space or zero.

**21. ZONE RATING CODE (Positions 49-51)**

For zone rated risks, report the three (3) digit numeric code. Refer to the Coding Section for applicable codes.

For other than zone rated risks, report Zone Rating Code 000.

**22. AGE CODE (Position 52)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

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**Section C – Physical Damage**

**23. ANTI-THEFT DEVICE DISCOUNT CODE (Position 53)**

Report the one (1) character alphanumeric code. Refer to the Coding Section for applicable codes.

★ **24. Reserved for Future Use (Positions 54 – 55)**

Report spaces or zeros.

★ **25. ORIGINAL COST NEW CODE (Positions 56-58)**

Report the three (3) digit numeric code rounded to the nearest thousand dollars. Refer to the Coding Section for examples.

**26. RATING IDENTIFICATION CODE (Position 59)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**27. TERRORISM COVERAGE CODE (Position 60)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**28. PRODUCER CODE (Positions 61-66)**

Report the six (6) character alphanumeric code. Note that a unique Producer Code is required to be reported for each agency office location. This field must be left justified with no spaces between significant digits. If the Producer Code reported is less than six (6) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**29. Reserved for Future Use (Positions 67-71)**

Report spaces or zeros.

**30. ZIP CODE (Positions 72-80)**

Report the five (5) or nine (9) digit numeric code which represents the location of principal garaging of the vehicle for which the transaction is being reported. If the vehicle has no principal place of garaging in Massachusetts (i.e. out-of-state), use the appropriate out-of-state ZIP Code.

ZIP Code must be left justified with no spaces between significant digits. If a five (5) position ZIP Code is reported, report spaces in all unused positions.

Refer to the Coding Section for examples.

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**Section C – Physical Damage**

**31. EXPOSURE (Positions 81-87)**

Report exposure using the method appropriate for the vehicle's classification or coverage. Refer to the Coding Section for definitions and examples of calculating exposure under each of these methodologies.

The Exposure field is a numeric field where all negative values must be reported as signed. Any value from -9999999 to 9999999 may be reported. Exposure must be right justified with leading zeros.

**32. EXPERIENCE RATING MODIFICATION FACTOR CODE (Positions 88-90)**

Report the three (3) digit numeric code that reflects the credit or debit applied to the reported premium. If no modification is applicable, report Experience Rating Modification Factor Code 100.

Refer to the Coding Section for examples.

**33. ALL OTHER RATING MODIFICATION FACTOR CODE (Positions 91-93)**

Report the three (3) digit numeric code that reflects the credit or debit applied to the reported premium. If no modification is applicable, report All Other Rating Modification Factor Code 100.

Refer to the Coding Section for examples.

**34. Reserved for Future Use (Positions 94-95)**

Report spaces or zeros.

**35. OTHER THAN COLLISION PREMIUM AMOUNT (Positions 96-103)**

Report the other than collision premium rounded to the nearest whole dollar.

The Other Than Collision Premium Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**36. COLLISION PREMIUM AMOUNT (Positions 104-111)**

Report the collision premium rounded to the nearest whole dollar.

The Collision Premium Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**37. Reserved for Future Use (Positions 112-114)**

Report spaces or zeros.

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**Section C – Physical Damage**

**38. POLICY IDENTIFICATION NUMBER (Positions 115-130)**

Report the policy number or any other alphanumeric combination of characters that will make it possible to locate the policy record within company files. The number must consist only of significant alphanumeric characters.

This field must be left justified and must be at least three (3) alphanumeric characters with no spaces between significant digits. If the Policy Identification Number reported is less than sixteen (16) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**39. VEHICLE IDENTIFICATION NUMBER (Positions 131-147)**

Report the alphanumeric Vehicle Identification Number of the vehicle for which the transaction is being reported.

This field must be left justified and must be at least five (5) alphanumeric characters with no spaces between significant digits. If the Vehicle Identification Number is less than seventeen (17) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**40. COMPANY USE (Positions 148-150)**

This field is for company use only and may be reported with spaces, zeros, or may contain any alphanumeric combination that suits the individual company's purposes.

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**Section A – Liability**

**1. COMPANY OR GROUP NUMBER CODE (Positions 1-3)**

Report the three (3) digit numeric code assigned by CAR.

**2. TRANSACTION TYPE CODE (Positions 4-5)**

Report the two (2) digit numeric code that represents the transaction being reported. Refer to the Coding Section for applicable codes.

**3. ACCOUNTING DATE (Positions 6-7)**

Report the month and year of the accounting date of the shipment. This date should correspond to the date reported on the transmittal control record associated with the shipment.

Accounting month requires a one (1) digit code in position 6. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accounting year requires a one (1) digit code in position 7. Use the fourth position of the year from the accounting date of the shipment. For example, an accounting year of 2001 shall be reported as 1 in position 7.

**4. POLICY EFFECTIVE DATE (Positions 8-10)**

Report the month and year of the effective date of the policy for which the loss transaction is being reported.

Policy effective month requires a one (1) digit code in position 8. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy effective year requires a two (2) digit code in positions 9-10. Use the third and fourth positions of the policy effective year. For example, a policy effective year of 2001 shall be reported as 01 in positions 9-10.

**5. ACCIDENT DATE (Positions 11-15)**

Report the month, day, and year of the date on which the accident occurred.

Accident month requires a one (1) digit code in position 11. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accident day requires a two (2) digit code in positions 12-13.

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**Section A – Liability**

**5. ACCIDENT DATE (Positions 11-15) (Continued)**

Accident year requires a two (2) digit code in positions 14-15. Use the third and fourth positions of the year in which the accident occurred. For example, an accident that occurred in the year 2001 shall be reported as 01 in positions 14-15.

**6. Reserved for Future Use (Position 16)**

Report space or zero.

**7. STATE CODE (Positions 17-18)**

Report State Code 20.

**8. PREMIUM TOWN CODE (Positions 19-21)**

Report the three (3) digit numeric code. The Premium Town Code on the loss record must match the Premium Town Code in effect as of the date of loss, from the vehicle's corresponding premium record.

Refer to Appendix B for applicable codes.

**9. CAR IDENTIFICATION CODE (Position 22)**

Report the one (1) digit numeric code. The CAR Identification Code on the loss record must match the CAR Identification Code from the policy's corresponding premium record. Refer to the Coding Section for applicable codes.

**10. TYPE OF RISK CODE (Position 23)**

Report the one (1) digit numeric code. The Type of Risk Code on the loss record must match the Type of Risk Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**11. ANNUAL STATEMENT LINE OF BUSINESS CODE (Positions 24-26)**

Report the three (3) digit numeric code corresponding to the Annual Statement Line of Business to which the transaction was assigned. Refer to the Coding Section for applicable codes.

**12. SUBLINE CODE (Positions 27-29)**

Report Subline Code 611.

**13. CLASSIFICATION CODE (Positions 30-35)**

Report the six (6) digit numeric code. The Classification Code on the loss record must match the Classification Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.



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**Section A – Liability**

**14. LIMITS IDENTIFIER CODE (Position 36)**

Report the one (1) digit numeric code. The Limits Identifier Code on the loss record must match the Limits Identifier Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

★ **15. LIABILITY LIMITS CODE (Positions 37-38)**

Report the two (2) digit numeric code for the limit under which the loss was incurred.

Refer to the Coding Section for applicable codes.

**16. Reserved for Future Use (Position 39)**

Report space or zero.

**17. ACCIDENT TOWN CODE (Positions 40-42 )**

Report the three (3) digit numeric code that represents the town in which the accident occurred.

Claims charged to vehicles involved in accidents out-of-state must be reported with the appropriate out-of-state Accident Town Code.

Refer to Appendix B for applicable codes.

**18. Reserved for Future Use (Positions 43-47)**

Report spaces or zeros.

**19. POLLUTION LIABILITY BROADENED COVERAGE CODE (Position 48)**

Report the one (1) digit numeric code. The Pollution Liability Broadened Coverage Code on the loss record must match the Pollution Liability Broadened Coverage Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**20. ZONE RATING CODE (Positions 49-51)**

Report the three (3) digit numeric code. The Zone Rating Code on the loss record must match the Zone Rating Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

For other than zone rated risks, report Zone Rating Code 000.

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**Section A – Liability**

**21. AGE CODE (Position 52)**

Report the one (1) digit numeric code. The Age Code on the loss record must match the Age Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**22. AGGREGATE LIMITS IDENTIFIER CODE (Position 53)**

Report the one (1) digit numeric code. The Aggregate Limits Identifier Code on the loss record must match the Aggregate Limits Identifier Code in effect as of the date of loss, from the policy's corresponding premium record.

**★ 23. Reserved For Future Use (Position 54)**

Report space or zero.

**24. PARTIAL/TOTAL LOSS INDICATOR (Position 55)**

Report the one (1) digit numeric code that indicates the damage to the vehicle involved in the accident. Refer to the Coding Section for applicable codes.

**25. PASSIVE RESTRAINT DEVICE DISCOUNT CODE (Position 56)**

Report the one (1) digit numeric code. The Passive Restraint Device Discount Code on the loss record must match the Passive Restraint Device Discount Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**26. Reserved for Future Use (Positions 57-58)**

Report spaces or zeros.

**27. RATING IDENTIFICATION CODE (Position 59)**

Report the one (1) digit numeric code. The Rating Identification Code on the loss record must match the Rating Identification Code from the policy's corresponding premium record. Refer to the Coding Section for applicable codes.

**28. Reserved for Future Use (Position 60)**

Report space or zero.

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**Section A – Liability**

**29. PRODUCER CODE (Positions 61-66)**

Report the six (6) character alphanumeric code. The Producer Code on the loss record must match the Producer Code from the policy's corresponding premium record.

Refer to the Coding Section for examples.

**30. Reserved for Future Use (Positions 67-71)**

Report spaces or zeros.

**31. ZIP CODE (Positions 72-80)**

Report the five (5) or nine (9) digit numeric code. The ZIP Code on the loss record must match the ZIP Code in effect as of the date of loss, from the vehicle's corresponding premium record.

Refer to the Coding Section for examples.

**32. Reserved for Future Use (Position 81)**

Report space or zero.

**33. REPORTING DATE (Positions 82-84)**

Report the month and year in which the claim was established. Reporting month requires a one (1) digit code in position 82. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Reporting year requires a two (2) digit code in positions 83-84. Use the third and fourth positions of the year in which the claim was established. For example, a claim established in the year 2001 shall be reported as 01 in positions 83-84.

**34. Reserved for Future Use (Positions 85-86)**

Report spaces or zeros.

**35. TYPE OF LOSS CODE (Positions 87-88)**

Report the two (2) digit numeric code that describes the liability type of loss associated with the accident for which the transaction is being reported. Refer to the Coding Section for applicable codes.

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**Section A – Liability**

★ **36. Reserved for Future Use (Positions 89-90)**

Report spaces or zeros.

**37. LOSS AMOUNT (Positions 91-98)**

Report the amount of the liability loss rounded to the nearest whole dollar.

The Loss Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**38. CLAIM IDENTIFICATION NUMBER (Positions 99-114)**

Report the Claim Identification Number or any other alphanumeric combination of characters that will make it possible to locate the claim record within company files. The number must consist only of significant alphanumeric characters.

The same claim number must be used to identify payments to a particular claimant for all liability and PIP (no-fault) coverages. Payments are then distinguished by coverage and within coverage by means of the applicable Type of Loss Code.

This field must be left justified and must be at least three (3) alphanumeric characters with no blanks between significant digits. If the Claim Identification Number reported is less than sixteen (16) characters, report blanks in all unused positions.

Refer to the Coding Section for examples.

**39. POLICY IDENTIFICATION NUMBER (Positions 115-130)**

Report the sixteen (16) position alphanumeric code. The Policy Identification Number on the loss record must match the Policy Identification Number from the policy's corresponding premium record.

Refer to the Coding Section for examples.

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**Section A – Liability**

**40. VEHICLE IDENTIFICATION NUMBER (Positions 131-147)**

Report the Vehicle Identification Number that corresponds to the vehicle for which the loss transaction is being reported.

This field must be left justified and must be at least five (5) alphanumeric characters with no spaces between significant digits. If the Vehicle Identification Number is less than seventeen (17) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**41. COMPANY USE (Positions 148-150)**

This field is for company use only and may be reported with spaces, zeros, or may contain any alphanumeric combination that suits the individual company's purposes.

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**Section B – No-Fault**

**1. COMPANY OR GROUP NUMBER CODE (Positions 1-3)**

Report the three (3) digit numeric code assigned by CAR.

**2. TRANSACTION TYPE CODE (Positions 4-5)**

Report the two (2) digit numeric code that represents the transaction being reported. Refer to the Coding Section for applicable codes.

**3. ACCOUNTING DATE (Positions 6-7)**

Report the month and year of the accounting date of the shipment. This date should correspond to the date reported on the transmittal control record associated with the shipment.

Accounting month requires a one (1) digit code in position 6. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accounting year requires a one (1) digit code in position 7. Use the fourth positions of the year from the accounting date of the shipment. For example, an accounting year of 2001 shall be reported as 1 in position 7.

**4. POLICY EFFECTIVE DATE (Positions 8-10)**

Report the month and year of the effective date of the policy for which the loss transaction is being reported.

Policy effective month requires a one (1) digit code in position 8. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy effective year requires a two (2) digit code in positions 9-10. Use the third and fourth position of the policy effective year. For example, a policy effective year of 2001 shall be reported as 01 in positions 9-10.

**5. ACCIDENT DATE (Positions 11-15)**

Report the month, day, and year of the date on which the accident occurred.

Accident month requires a one (1) digit code in position 11. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accident day requires a two (2) digit code in positions 12-13.

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**Section B – No-Fault**

**5. ACCIDENT DATE (Positions 11-15) (Continued)**

Accident year requires a two (2) digit code in positions 14-15. Use the third and fourth positions of the year in which the accident occurred. For example, an accident that occurred in the year 2001 shall be reported as 01 in positions 14-15.

**6. Reserved for Future Use (Position 16)**

Report space or zero.

**7. STATE CODE (Positions 17-18)**

Report State Code 20.

**8. PREMIUM TOWN CODE (Positions 19-21)**

Report the three (3) digit numeric code. The Premium Town Code on the loss record must match the Premium Town Code in effect as of the date of loss, from the vehicle's corresponding premium record.

Refer to Appendix B for applicable codes.

**9. CAR IDENTIFICATION CODE (Position 22)**

Report the one (1) digit numeric code. The CAR Identification Code on the loss record must match the CAR Identification Code from the policy's corresponding premium record. Refer to the Coding Section for applicable codes.

**10. TYPE OF RISK CODE (Position 23)**

Report the one (1) digit numeric code. The Type of Risk Code on the loss record must match the Type of Risk Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**11. ANNUAL STATEMENT LINE OF BUSINESS CODE (Positions 24-26)**

Report the three (3) digit numeric code corresponding to the Annual Statement Line of Business to which the transaction was assigned. Refer to the Coding Section for applicable codes.

**12. SUBLINE CODE (Positions 27-29)**

Report Subline Code 615.

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**Section B – No-Fault**

**13. CLASSIFICATION CODE (Positions 30-35)**

Report the six (6) digit numeric code.

The Classification Code on the loss record must match the Classification Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**14. Reserved for Future Use (Position 36)**

Report space or zero.

**15. PIP COVERAGE CODE (Position 37)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable code.

**16. Reserved for Future Use (Positions 38-39)**

Report spaces or zeros.

**17. ACCIDENT TOWN CODE (Positions 40-42 )**

Report the three (3) digit numeric code that represents the town in which the accident occurred.

Claims charged to vehicles involved in out-of-state accidents must be reported with the appropriate out-of-state Accident Town Code.

Refer to Appendix B for applicable codes.

**18. Reserved for Future Use (Positions 43-48)**

Report spaces or zeros.

**19. ZONE RATING CODE (Positions 49-51)**

Report the three (3) digit numeric code. The Zone Rating Code on the loss record must match the Zone Rating Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

For other than zone rated risks, report Zone Rating Code 000.

**20. AGE CODE (Position 52)**

Report the one (1) digit numeric code. The Age Code on the loss record must match the Age Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.



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**Section B – No-Fault**

- ★ **21. Reserved for Future Use (Positions 53-55)**
- Report spaces or zeros.
- 22. PASSIVE RESTRAINT DEVICE DISCOUNT CODE (Position 56)**
- Report the one (1) digit numeric code. The Passive Restraint Device Discount Code on the loss record must match the Passive Restraint Device Discount Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.
- 23. Reserved for Future Use (Positions 57-58)**
- Report spaces or zeros.
- 24. RATING IDENTIFICATION CODE (Position 59)**
- Report the one (1) digit numeric code. The Rating Identification Code on the loss record must match the Rating Identification Code from the policy's corresponding premium record. Refer to the Coding Section for applicable codes.
- 25. Reserved for Future Use (Position 60)**
- Report space or zero.
- 26. PRODUCER CODE (Positions 61-66)**
- Report the six (6) character alphanumeric code. The Producer Code on the loss record must match the Producer Code from the policy's corresponding premium record.
- Refer to the Coding Section for examples.
- 27. Reserved for Future Use (Positions 67-71)**
- Report spaces or zeros.

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**Section B – No-Fault**

**28. ZIP CODE (Positions 72-80)**

Report the five (5) or nine (9) digit numeric code. The ZIP Code on the loss record must match the ZIP Code in effect as of the date of loss, from the vehicle's corresponding premium record.

Refer to the Coding Section for examples.

**29. Reserved for Future Use (Positions 81-86)**

Report spaces or zeros.

**30. TYPE OF LOSS CODE (Positions 87-88)**

Report the two (2) digit numeric code that describes the PIP (no-fault) type of loss associated with the accident for which the transaction is being reported. Refer to the Coding Section for applicable codes.

**★ 31. Reserved for Future Use (Positions 89-90)**

Report spaces or zeros.

**32. LOSS AMOUNT (Positions 91-98)**

Report the amount of the PIP loss rounded to the nearest whole dollar.

The Loss Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**33. CLAIM IDENTIFICATION NUMBER (Positions 99-114)**

Report the Claim Identification Number or any other alphanumeric combination of characters that will make it possible to locate the claim record within company files. The number must consist only of significant alphanumeric characters.

The same claim number must be used to identify payments to a particular claimant for all liability and PIP (no-fault) coverages. Payments are then distinguished by coverage and within coverage by means of the applicable Type of Loss Code.

This field must be left justified and must be at least three (3) alphanumeric characters with no blanks between significant digits. If the Claim Identification Number reported is less than sixteen (16) characters, report blanks in all unused positions.

Refer to the Coding Section for examples.

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**Section B – No-Fault**

**34. POLICY IDENTIFICATION NUMBER (Positions 115-130)**

Report the sixteen (16) position alphanumeric code. The Policy Identification Number on the loss record must match the Policy Identification Number from the policy's corresponding premium record.

Refer to the Coding Section for examples.

**35. VEHICLE IDENTIFICATION NUMBER (Positions 131-147)**

Report the Vehicle Identification Number that corresponds to the vehicle for which the loss transaction is being reported.

This field must be left justified and must be at least five (5) alphanumeric characters with no spaces between significant digits. If the Vehicle Identification Number is less than seventeen (17) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**36. COMPANY USE (Positions 148-150)**

This field is for company use only and may be reported with spaces, zeros, or may contain any alphanumeric combination that suits the individual company's purposes.

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**Section C – Physical Damage**

**1. COMPANY OR GROUP NUMBER CODE (Positions 1-3)**

Report the three (3) digit numeric code assigned by CAR.

**2. TRANSACTION TYPE CODE (Positions 4-5)**

Report the two (2) digit numeric code that represents the transaction being reported. Refer to the Coding Section for applicable codes.

**3. ACCOUNTING DATE (Positions 6-7)**

Report the month and year of the accounting date of the shipment. This date should correspond to the date reported on the transmittal control record associated with the shipment.

Accounting month requires a one (1) digit code in position 6. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accounting year requires a one (1) digit code in position 7. Use the fourth position of the year from the accounting date of the shipment. For example, an accounting year of 2001 shall be reported as 1 in position 7.

**4. POLICY EFFECTIVE DATE (Positions 8-10)**

Report the month and year of the effective date of the policy for which the loss transaction is being reported.

Policy effective month requires a one (1) digit code in position 8. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Policy effective year requires a two (2) digit code in positions 9-10. Use the third and fourth positions of the policy effective year. For example, a policy effective year of 2001 shall be reported as 01 in positions 9-10.

**5. ACCIDENT DATE (Positions 11-15)**

Report the month, day, and year of the date on which the accident occurred.

Accident month requires a one (1) digit code in position 11. Use codes 1-9 to indicate the months of January through September and use zero (0) for the month of October, the dash symbol (-) for the month of November, and the ampersand symbol (&) for the month of December.

Accident day requires a two (2) digit code in positions 12-13.

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**Section C – Physical Damage**

**5. ACCIDENT DATE (Positions 11-15) (Continued)**

Accident year requires a two (2) digit code in positions 14-15. Use the third and fourth position of the year in which the accident occurred. For example, an accident that occurred in the year 2001 shall be reported as 01 in positions 14-15.

**6. Reserved for Future Use (Position 16)**

Report space or zero.

**7. STATE CODE (Positions 17-18)**

Report State Code 20.

**8. PREMIUM TOWN CODE (Positions 19-21)**

Report the three (3) digit numeric code. The Premium Town Code on the loss record must match the Premium Town Code in effect as of the date of loss, from the vehicle's corresponding premium record.

Refer to Appendix B for applicable codes.

**9. CAR IDENTIFICATION CODE (Position 22)**

Report the one (1) digit numeric code. The CAR Identification Code on the loss record must match the CAR Identification Code from the policy's corresponding premium record. Refer to the Coding Section for applicable codes.

**10. TYPE OF RISK CODE (Position 23)**

Report the one (1) digit numeric code. The Type of Risk Code on the loss record must match the Type of Risk Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**11. ANNUAL STATEMENT LINE OF BUSINESS CODE (Positions 24-26)**

Report the three (3) digit numeric code corresponding to the Annual Statement Line of Business to which the transaction was assigned. Refer to the Coding Section for applicable codes.

**12. SUBLINE CODE (Positions 27-29)**

Report Subline Code 618.

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**Section C – Physical Damage**

**13. CLASSIFICATION CODE (Positions 30-35)**

Report the six (6) digit numeric code. The Classification Code on the loss record must match the Classification Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**14. Reserved for Future Use (Position 36)**

Report space or zero.

**15. COVERAGE CODE (Positions 37-39)**

Report the three (3) digit numeric code for the coverage under which the loss was incurred. Refer to the Coding Section for applicable codes.

**16. ACCIDENT TOWN CODE (Positions 40-42 )**

Report the three (3) digit numeric code that represents the town in which the accident occurred.

Claims charged to vehicles involved in out-of-state accidents must be reported with the appropriate out-of-state Accident Town Code.

Refer to Appendix B for applicable codes.

**17. Reserved for Future Use (Positions 43-44)**

Report spaces or zeros.

**18. SYMBOL CODE (Positions 45-46)**

Report the two (2) digit numeric code. The Symbol Code on the loss record must match the Symbol Code in effect as of the date of loss from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**19. INTENSIFIED APPRAISAL IDENTIFICATION CODE (Position 47)**

Report the one (1) digit numeric code. Refer to the Coding Section for applicable codes.

**20. Reserved for Future Use (Position 48)**

Report spaces or zeros.

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**Section C – Physical Damage**

**21. ZONE RATING CODE (Positions 49-51)**

Report the three (3) digit numeric code. The Zone Rating Code on the loss record must match the Zone Rating Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

For other than zone rated risks, report Zone Rating Code 000.

**22. AGE CODE (Position 52)**

Report the one (1) digit numeric code. The Age Code on the loss record must match the Age Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**23. ANTI-THEFT DEVICE DISCOUNT CODE (Position 53)**

Report the one (1) character alphanumeric code. The Anti-Theft Device Discount Code on the loss record must match the Anti-Theft Device Discount Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding Section for applicable codes.

**24. Reserved for Future Use (Position 54)**

Report space or zero.

**25. PARTIAL/TOTAL LOSS INDICATOR (Position 55)**

Report the one (1) digit numeric code that indicates the damage to the vehicle involved in the accident. Refer to the Coding Section for applicable codes.

**★ 26. ORIGINAL COST NEW CODE (Positions 56-58)**

Report the three (3) digit numeric code. The Original Cost New Code on the loss record must match the Original Cost New Code in effect as of the date of loss, from the vehicle's corresponding premium record. Refer to the Coding section for examples.

**27. RATING IDENTIFICATION CODE (Position 59)**

Report the one (1) digit numeric code. The Rating Identification Code on the loss record must match the Rating Identification Code from the policy's corresponding premium record. Refer to the Coding Section for applicable codes.

**28. Reserved for Future Use (Position 60)**

Report space or zero.

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**Section C – Physical Damage**

**29. PRODUCER CODE (Positions 61-66)**

Report the six (6) character alphanumeric code. The Producer Code on the loss record must match the Producer Code from the policy's corresponding premium record.

Refer to the Coding Section for examples.

**30. Reserved for Future Use (Position 67-71)**

Report spaces or zeros.

**31. ZIP CODE (Positions 72-80)**

Report the five (5) or nine (9) digit numeric code. The ZIP Code on the loss record must match the ZIP Code in effect as of the date of loss, from the vehicle's corresponding premium record.

Refer to the Coding Section for examples.

**32. Reserved for Future Use (Position 81-84)**

Report spaces or zeros.

**33. CATASTROPHE CODE (Positions 85-86)**

Catastrophe Code is a serial number assigned by the Insurance Services Offices (ISO) to a natural disaster. Report the applicable two (2) digit numeric Catastrophe Code. If not applicable, report spaces or zeros.

Refer to CAR's Statistical Edit Package for a list of applicable codes.

**34. TYPE OF LOSS CODE (Positions 87-88)**

Report the two (2) digit numeric code that describes the physical damage type of loss associated with the accident for which the transaction is being reported. Refer to the Coding Section for applicable codes.

**★ 35. Reserved for Future Use (Positions 89-90)**

Report spaces or zeros.



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**Section C – Physical Damage**

**36. LOSS AMOUNT (Positions 91-98)**

Report the amount of the physical damage loss rounded to the nearest whole dollar.

The Loss Amount field is a numeric field where all negative values must be reported as signed. Any value from -99999999 to 99999999 may be reported. Amounts must be right justified with leading zeros.

**37. CLAIM IDENTIFICATION NUMBER (Positions 99-114)**

Report the Claim Identification Number or any other alphanumeric combination of characters that will make it possible to locate the claim record within company files. The number must consist only of significant alphanumeric characters.

The same claim number must be used to identify payments to a particular claimant for all liability and PIP (no-fault) coverages. For physical damage claims, it is acceptable to use a different claim number to identify payments under more than one physical damage coverage. Payments are then distinguished by coverage and within coverage by means of the applicable Type of Loss Code.

This field must be left justified and must be at least three (3) alphanumeric characters with no blanks between significant digits. If the Claim Identification Number reported is less than sixteen (16) characters, report blanks in all unused positions.

Refer to the Coding Section for examples.

**38. POLICY IDENTIFICATION NUMBER (Positions 115-130)**

Report the sixteen (16) position alphanumeric code. The Policy Identification Number on the loss record must match the Policy Identification Number from the corresponding premium record.

Refer to the Coding Section for examples.

**39. VEHICLE IDENTIFICATION NUMBER (Positions 131-147)**

Report the Vehicle Identification Number that corresponds to the vehicle for which the loss transaction is being reported.

This field must be left justified and must be at least five (5) alphanumeric characters with no spaces between significant digits. If the Vehicle Identification Number is less than seventeen (17) characters, report spaces in all unused positions.

Refer to the Coding Section for examples.

**40. COMPANY USE (Positions 148-150)**

This field is for company use only and may be reported with spaces, zeros, or may contain any alphanumeric combination that suits the individual company's purposes.

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**Liability, No-Fault, and Physical Damage**

This section applies to all records

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**TRANSACTION TYPE CODE**

<b>Premium Codes</b>			
<b>Transaction Type</b>	<b>Liability Subline 611</b>	<b>No-Fault Subline 615</b>	<b>Physical Damage Subline 618</b>
New or Renewal	11	11	11
Endorsement or Audit or Policy Extension	12	12	12
Cancellation of Policy Pro Rata or Short Rate	13	13	13
Reinstatement	14	14	14
Cancelled Flat	15	15	15
Audit	16	16	16

<b>Loss Codes</b>			
<b>Transaction Type</b>	<b>Liability Subline 611</b>	<b>No-Fault Subline 615</b>	<b>Physical Damage Subline 618</b>
Outstanding Loss	21	21	--
Outstanding Allocated Loss Adjustment Expense	22	22	--
Paid Loss	23	23	23
Paid All Other Allocated Loss Adjustment Expense	24	24	24 *
Salvage Recoveries	25	--	25
Subrogation Recoveries	26	26	26
Paid Legal Allocated Loss Adjustment Expense	27	27	27 *
Paid Medical Allocated Loss Adjustment Expense	29	29	--

\* Reporting Paid Allocated Loss Adjustment expenses on physical damage losses is required for ceded business and optional for voluntary business.

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**STATE CODE**

<b>State</b>	<b>Code</b>
Massachusetts	20

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**CAR IDENTIFICATION CODE**

★ <b>Description (Policy Effective Years 2006 and subsequent)</b>	<b>Code</b>
Voluntary Business (retained) from Voluntary Agents or written directly by the company (Representative Producers)	0
★ Voluntary Business (retained) from Exclusive Representative Producers (No Voluntary Contract) or from Voluntary Agents assigned to a Servicing Carrier, with whom the carrier does not have a voluntary contract	1
Ceded Business from Voluntary Agents or written directly by the company (Representative Producers)	4
★ Ceded Business from Exclusive Representative Producers (No Voluntary Contract) or from Voluntary Agents assigned to a Servicing Carrier, with whom the carrier does not have a voluntary contract	5

★ <b>Description (Policy Effective Years 1995 through 2005)</b>	<b>Code</b>
Voluntary Business (retained) from Voluntary Agents or written directly by the company (Representative Producers)	0
Voluntary Business (retained) from Exclusive Representative Producers (No Voluntary Contract)	1
Ceded Business from Voluntary Agents or written directly by the company (Representative Producers)	4
Ceded Business from Exclusive Representative Producers (No Voluntary Contract)	5

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**CAR IDENTIFICATION CODE (Continued)**

<b>Description (Policy Effective Years 1994 and prior)</b>	<b>Code</b>
Voluntary Business from Voluntary Agents <ul style="list-style-type: none"> <li>• Voluntary Business (not ceded) from Voluntary Agents or written directly by the company</li> </ul>	0
Voluntary Business from Representative Producers (No Voluntary Contract) <ul style="list-style-type: none"> <li>• Voluntary Business (not ceded) from a Representative Producer that does not have a voluntary motor vehicle insurance contract with their assigned Servicing Carrier, but does not meet the criteria for CAR ID Code 3 as defined below.</li> </ul>	1
Voluntary Business from Subsidiary (Affiliated) Agencies <ul style="list-style-type: none"> <li>• Voluntary Business (not ceded) from a subsidiary agency whose parent agency has a voluntary motor vehicle insurance contract with the Servicing Carrier, pursuant to Rule 14 of the CAR Rules of Operation.</li> </ul>	2
Ceded Business from a Former Designated Broker <ul style="list-style-type: none"> <li>• Ceded Business from a producer, appointed to the Servicing Carrier as a Designated Broker (as defined in the Facility Rules of Operation) prior to January 1, 1984, and that producer has not had a voluntary motor vehicle insurance contract with that Servicing Carrier subsequent to the date of the appointment as a Designated Broker. This status survives a change of Servicing Carrier, which has been granted pursuant to Rule 14 of the CAR Rules of Operation.</li> </ul>	3
Ceded Business from Voluntary Agents <ul style="list-style-type: none"> <li>• Ceded Business from Voluntary Agents or written directly by the company</li> </ul>	4
Ceded Business from Representative Producers (No Voluntary Contract) <ul style="list-style-type: none"> <li>• Ceded Business as defined for CAR ID Code 1</li> </ul>	5
Ceded Business from Subsidiary (Affiliated) Agencies <ul style="list-style-type: none"> <li>• Ceded Business from a subsidiary agency, as defined for CAR ID Code 2</li> </ul>	6
Voluntary Business from a Former Designated Broker <ul style="list-style-type: none"> <li>• Voluntary Business (not ceded) from a former Designated Broker, as defined for CAR ID Code 3</li> </ul>	7
Voluntary Business from Representative Producers (No Voluntary Contract) <ul style="list-style-type: none"> <li>• Voluntary Business (not ceded) from a Representative Producer where the producer had a voluntary contract with its Servicing Carrier, and the contract was cancelled on or after November 22, 1988.</li> </ul>	8
Ceded Business from Representative Producers (No Voluntary Contract) <ul style="list-style-type: none"> <li>• Ceded Business from a Representative Producer where the producer had a voluntary contract with its Servicing Carrier, and the contract was cancelled on or after November 22, 1988.</li> </ul>	9

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**TYPE OF RISK CODE**

<b>Description</b>	<b>Code</b>
Regular Business (Massachusetts Motor Vehicle Policies and Risks not coded below)	1
Mass Merchandising and Group Marketing - Optional	3
Business Not Subject to the Compulsory Law and not Mass Merchandising or Group Marketing	7

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**ANNUAL STATEMENT LINE OF BUSINESS CODE**

<b>Description</b>	<b>Line of Business</b>	<b>Code</b>
Private Passenger Auto No-Fault (Personal Injury Protection)	19.1	191
Other Private Passenger Auto Liability	19.2	192
Commercial Auto No-Fault (Personal Injury Protection)	19.3	193
Other Commercial Auto Liability	19.4	194
Private Passenger Auto Physical Damage	21.1	211
Commercial Auto Physical Damage	21.2	212



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**SUBLINE CODE**

<b>Subline</b>	<b>Code</b>
Liability	611
PIP (No-Fault)	615
Physical Damage	618

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**CLASSIFICATION CODE**

**TRUCKS, TRACTORS, AND TRAILERS**

**ANALYSIS OF CLASSIFICATION CODING SYSTEM**

<b>Description: First Position</b>	<b>Code</b>
<b>Size</b>	
Light Trucks	0
Medium Trucks	2
Heavy Trucks	3
Heavy Truck-Tractors	3
Extra-Heavy Trucks	4
Extra-Heavy Truck-Tractors	5
Trailer Types	6

<b>Description: Second Position</b>	<b>Code</b>
<b>Business Use</b>	
Trucks – Service Use	1
Trucks – Retail Use	2
Trucks – Commercial Use	3
Heavy Truck-Tractors – Service Use	4
Heavy Truck-Tractors – Retail Use	5
Heavy Truck-Tractors – Commercial Use	6
Trailer Types – Semitrailers	7
Trailer Types – Trailers	8
Trailer Types – Service or Utility Trailers	9
Extra-Heavy Trucks	0
Extra-Heavy Truck-Tractors	0

<b>Description: Third Position</b>		<b>Code</b>
<b>Radius of Operations</b>		
Non-Fleet Class	Local (0 – 50 Miles)	1
	Intermediate (51 – 200 Miles)	2
	Long Distance (Over 200 Miles)	3
Fleet Class	Local (0 – 50 Miles)	4
	Intermediate (51 – 200 Miles)	5
	Long Distance (Over 200 Miles)	6

<b>Description: Fourth and Fifth Positions</b>	<b>Code</b>
Secondary Class Codes	1# – 9#

<b>Description: Sixth Position</b>	<b>Code</b>
Insert Zero	0

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**TRUCKS, TRACTORS, AND TRAILERS**

**Primary Classification Code (First three positions)**

Size	Class Type	Business Use	Radius		
			Local Up to 50 Miles	Intermediate 51-200 Miles	Long Distance Over 200 Miles
<b>Light Trucks</b> (0-10,000 lbs. GVW)	Non-Fleet	Service	011	012	013
		Retail	021	022	023
		Commercial	031	032	033
	Fleet	Service	014	015	016
		Retail	024	025	026
		Commercial	034	035	036
					<b>Zone Rated</b>
<b>Medium Trucks</b> (10,001-20,000 lbs GVW)	Non-Fleet	Service	211	212	213
		Retail	221	222	223
		Commercial	231	232	233
	Fleet	Service	214	215	216
		Retail	224	225	226
		Commercial	234	235	236
<b>Heavy Trucks</b> (20,001-45,000 lbs GVW)	Non-Fleet	Service	311	312	313
		Retail	321	322	323
		Commercial	331	332	333
	Fleet	Service	314	315	316
		Retail	324	325	326
		Commercial	334	335	336
<b>Extra-Heavy Trucks</b> (Over 45,000 lbs. GVW)	Non-Fleet		401	402	403
	Fleet		404	405	406
<b>Heavy Truck-Tractors</b> (0-45,000 lbs. GCW)	Non-Fleet	Service	341	342	343
		Retail	351	352	353
		Commercial	361	362	363
	Fleet	Service	344	345	346
		Retail	354	355	356
		Commercial	364	365	366
<b>Extra-Heavy Truck-Tractors</b> (Over 45,000 lbs. GCW)	Non-Fleet		501	502	503
	Fleet		504	505	506
<b>Trailer Types</b>	Non-Fleet	Semitrailers	671	672	673
		Trailers	681	682	683
		Service or Utility Trailers	691	692	693
	Fleet	Semitrailers	674	675	676
		Trailers	684	685	686
		Service or Utility Trailers	694	695	696

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**CLASSIFICATION CODE**

**TRUCKS, TRACTORS, AND TRAILERS**

**Secondary Classification Code (Fourth, Fifth and Sixth positions)**

<b>Manufacturers:</b> Automobiles used to transport raw materials and finished or unfinished goods manufactured, processed or constructed by the insured, except food manufacturers.		
<b>Description</b>	<b>Definition</b>	<b>Code</b>
Chemical Manufacturers	Those insureds manufacturing flammable, explosive, corrosive or poisonous chemicals.	110
Furniture Manufacturers	Those insureds manufacturing household or office furniture and heavy appliances such as refrigerators, stoves and televisions.	120
Garment Manufacturers	Those insureds involved in the wholesale manufacturing of outer garments, such as dresses, coats and suits.	130
Machinery Manufacturers	Those insureds manufacturing machinery used for industrial purposes.	140
Metal Manufacturers	Those insureds manufacturing metal products for industrial or construction utilization, other than structural iron or steel.	150
Structural Iron or Steel Manufacturers		160
All Other Manufacturers Not Otherwise Classified		190

<b>Truckers:</b> Automobiles used to haul or transport goods, materials or commodities for another, other than automobiles used in moving operations.		
<b>Description</b>	<b>Definition</b>	<b>Code</b>
Common Carriers	Local, Intermediate and Long Distance	210
Contract Carriers	Hauling Other Than Chemical, Iron and Steel or Petroleum (Local, Intermediate and Long Distance)	220
Contract Carriers	Hauling Chemicals (Local, Intermediate and Long Distance)	230
Contract Carriers	Hauling Iron and Steel (Local, Intermediate and Long Distance)	240
Contract Carriers	Hauling Petroleum or Petroleum Products (Local, Intermediate and Long Distance)	270
Exempt Carriers	Hauling Other Than Livestock (Local, Intermediate and Long Distance)	250
Exempt Carriers	Hauling Livestock (Local, Intermediate and Long Distance)	260
All Other Truckers Not Otherwise Classified	Local, Intermediate and Long Distance	290

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**CLASSIFICATION CODE**

**TRUCKS, TRACTORS, AND TRAILERS**

**Secondary Classification Code (Fourth, Fifth and Sixth positions) (Continued)**

**Food Delivery:** Automobiles used by food manufacturers to transport raw and finished products or used in wholesale distribution of food.

Description	Code
Canneries and Packing Plants	310
Fish and Seafood	320
Frozen Food	330
Fruit and Vegetable	340
Meat or Poultry	350
All Other Food Delivery Not Otherwise Classified	390

**Specialized Delivery:** Automobiles used in deliveries subject to time and similar constraints.

Description	Code
Armored Cars	410
Film Delivery	420
Magazines or Newspapers	430
Mail and Parcel Post	440
All Other Specialized Delivery Not Otherwise Classified	490

**Waste Disposal:** Automobiles transporting salvage and waste material for disposal or resale.

Description	Code
Automobile Dismantlers	510
Building Wrecking Operators	520
Garbage	530
Junk Dealers	540
All Other Waste Disposal Not Otherwise Classified	590

**Farmers:** Automobiles owned by a farmer, used in connection with the operation of his own farm occasionally used to haul commodities for other farmers.

Description	Code
Individually Owned or Family Corporation (Hauling Other Than Livestock)	610
Livestock Hauling	620
All Other Farmers Not Otherwise Classified	690

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**TRUCKS, TRACTORS, AND TRAILERS**

**Secondary Classification Code (Fourth, Fifth and Sixth positions) (Continued)**

<b>Dump and Transit Mix Trucks and Trailers</b> (Use these factors and codes only when no other secondary classification applies.)	
<b>Description</b>	<b>Code</b>
Excavating	710
Sand and Gravel (Other Than Quarrying)	720
Mining	730
Quarrying	740
All Other Dump and Transit Mix Trucks and Trailers Not Otherwise Classified	790

<b>Contractors (Other Than Dump Trucks)</b>	
<b>Description</b>	<b>Code</b>
Building – Commercial	810
Building – Private Dwellings	820
Electrical, Plumbing, Masonry, Plastering and Other Repair or Service	830
Excavating	840
Street and Road	850
All Other Contractor (Other Than Dump Trucks) Not Otherwise Classified	890

<b>Not Otherwise Specified</b>	
<b>Description</b>	<b>Code</b>
Logging and Lumbering	910
Petroleum Business - Automobiles used to transport petroleum and petroleum products such as gasoline and fuel oil.	920
All Other	990

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**PRIVATE PASSENGER TYPES**

<b>Description</b>	<b>Code</b>
★ Private Passenger Type vehicles used in business – Fleet	739800
Private Passenger Type vehicles used in business – Non-Fleet	739100

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**FLEET PUBLIC TRANSPORTATION**

For Policy Effective Years 1993 and subsequent:

Description	Radius		
	Local Up to 50 Miles	Intermediate 51 to 200 Miles	Long Distance Over 200 Miles
<b>Other Buses (except fourth position – see chart below)</b>			<b>Zone Rated</b>
Airport Bus or Airport Limousine	528-00	529-00	520900
Inter-City Bus	538-00	539-00	530900
Charter Bus	548-00	549-00	540900
Sightseeing Bus	558-00	559-00	550900
Transport. of Athletes and Entertainers	568-00	569-00	560900
Social Services Automobile (Employee Operated)	648-00	649-00	640900
Social Services Automobile (All Other)	658-00	659-00	650900
Bus Not Otherwise Classified	588-00	589-00	580900
Urban Bus	518-00	519-00	--

<b>School and Church Buses (except fourth position – see chart below)</b>			
School Bus owned by Political Subdivision or School District (Type of Risk Code 7)	618-00	619-00	610-00
Other School Bus	628-00	629-00	620-00
Church Bus	638-00	639-00	630-00

<b>Taxicabs or Similar Passenger Carrying Service</b>			
Driven Exclusively by Owner	418700	419700	410700
Rented or Leased to Others	418800	419800	410800
All Other	418900	419900	410900

<b>Limousines and Car Service</b>			
Limousine	428900	429900	420900
Car Service	438900	439900	430900

<b>Description: Fourth Position (School and Church Buses and Other Buses Excluding Zone Rated)</b>	
Seating Capacity	Code
1 to 8	1
9 to 20	2
21 to 60	3
Over 60	4



<b>Fourth Position (Other Buses – Zone Rated Only)</b>	
Description	Code
Other Buses – Zone Rated	9



**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**CLASSIFICATION CODE**

**NON-FLEET PUBLIC TRANSPORTATION**

For Policy Effective Years 1993 and subsequent:

Description	Radius		
	Local Up to 50 Miles	Intermediate 51 to 200 Miles	Long Distance Over 200 Miles
<b>Other Buses (except fourth position – see chart below)</b>			<b>Zone Rated</b>
Airport Bus or Airport Limousine	525-00	526-00	527900
Inter-City Bus	535-00	536-00	537900
Charter Bus	545-00	546-00	547900
Sightseeing Bus	555-00	556-00	557900
Transport. Of Athletes and Entertainers	565-00	566-00	567900
Social Services Automobile (Employee-Operated)	645-00	646-00	647900
Social Services Automobile (All Other)	655-00	656-00	657900
Bus Not Otherwise Classified	585-00	586-00	587900
Urban Bus	515-00	516-00	--

<b>School and Church Buses (except fourth position – see chart below)</b>			
School Bus owned by Political Subdivision or School District (Type of Risk Code 7)	615-00	616-00	617-00
Other School Bus	625-00	626-00	627-00
Church Bus	635-00	636-00	637-00

<b>Taxicabs or Similar Passenger Carrying Service</b>			
Driven Exclusively by Owner	415700	416700	417700
Rented or Leased to Others	415800	416800	417800
All Other	415900	416900	417900

<b>Limousines and Car Service</b>			
Limousine	425900	426900	427900
Car Service	435900	436900	437900

<b>Description: Fourth Position (School and Church Buses and Other Buses Excluding Zone Rated)</b>	
Seating Capacity	Code
1 to 8	1
9 to 20	2
21 to 60	3
Over 60	4

★

<b>Fourth Position (Other Buses – Zone Rated Only)</b>	
Description	Code
Other Buses – Zone Rated	9

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**PUBLIC TRANSPORTATION**

**MISCELLANEOUS**

Description	Code
Transportation of Migrant Workers	
Passenger Hazard Included	592600
Passenger Hazard Excluded	592700

Description	Code
★ Transportation Network Services Use <ul style="list-style-type: none"> <li>• Coverage provided for drivers using their personal automobiles for ride-sharing, ride-hailing, on-demand delivery and other transportation network services</li> <li>• Does not include automobiles classified as taxi, limousine or car service automobiles</li> <li>• Applies to voluntary business only</li> </ul>	910000

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**VAN POOLS**

**FLEET AND NON-FLEET**

<b>Description</b>		<b>Code</b>
<b>Definition</b>	<b>Seating Capacity</b>	
Employer Furnished	1 to 8	411100
	9 to 20	411200
	21 to 60	411300
	Over 60	411400
All Other	1 to 8	412100
	9 to 20	412200
	21 to 60	412300
	Over 60	412400

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**SPECIAL TYPES**

Description	Definition	Code	
		Liability	Physical Damage
Ambulance Services	Emergency	791300	791300
	Non-Emergency	791400	791400
Antique Motor Vehicles	Including Motorcycles	962000	962000
★ Specialty and Classic Motor Vehicles	Qualifies as an Antique Motor Car, except for the age and registration requirements for such motor vehicles. Includes motorcycles meeting such qualifications.	963000	963000
Auto Body Manufacturers and Installers		792400	792400
Bobtail Operations		748900	--
Business Interruption		--	798700
Driver Training Programs	Educational Institutions	792600	792600
	Commercial Driving Schools	792700	792700
Farmers Special Plates		795300	795300
Fire Departments	Private Passenger Types	790800	790800
	All Other Types	790900	790900
Funeral Directors	Limousines	791500	791500
	Hearses and Flower Cars	792200	792200
Golfmobiles		946000	946000
Law Enforcement Agencies	Private Passenger Types	791100	791100
	Motorcycles	794200	794200
	All Other Types	791200	791200
Long Term Leasing or Rental Concerns	Contingent Coverage	721900	721900
Short Term Leasing or Rental Concerns	Trucks	721100	721100
	Tractors	721200	721200
	Trailers, Semitrailers and Trailers Used with Private Passenger Autos	721300	721300
	Private Passenger Autos	721400	721400
	Motor Homes	721500	721500
	Miscellaneous Types	721600	721600
Mobile Homes	Trailers Equipped as Living Quarters	796300	796300
	Pick-ups Used Solely to Transport Camper Bodies	796200	796200
	Motor Homes not more than 22 feet in length	796000	796000
	Motor Homes more than 22 feet in length	796100	796100
Special or Mobile Equipment			
Vehicles Subject to the Compulsory Law	Capable of moving on own power	793400	793400
	Not capable of moving on own power	793900	793900
Vehicles Not Subject to the Compulsory Law	Municipally owned or DPU	796500	796500
All Other Mobile Equipment		790600	790600
Farm Equipment		790700	790700
Repossessed Automobiles		792500	792500
Snowmobiles		796400	796400
Owner-Contractor		070700	--
Transporters		070600	--
Trailers and Semitrailers	Used as Showrooms or Salesrooms	045200	045200
Trailer Plate – Boat Dealers		045600	--
All Other Types not described above		704000	704000

**Massachusetts Commercial Automobile  
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Part VI - Coding Section**

**CLASSIFICATION CODE**

**★ SPECIAL TYPES (Continued)**

- As of January 1, 2004, changes in the Garage Policy resulted in the Garage Policy Forms being available for Dealer Operations only. Since a company may elect not to adopt the modified Garage Policy, Repair Shops, Service Stations and Storage Garages and Public Parking Places classification codes are now listed in both the Garage and Special Types Classification Code tables, with the same classification codes. Note that if a company has elected not to adopt the modified Garage Policy, the Repair Shops, Service Stations and Storage Garages and Public Parking Places will continue to be written on a Garage Policy. If the modifications have been adopted, these classes should be classified as Special Types and written on the Business Auto Coverage Form.
- Those companies that have elected to adopt the revised Garage Policy writing program may report their statistical data using the revised reporting requirements on an optional basis for policies effective January 1, 2004 – June 30, 2004 and on a mandatory basis for policies effective July 1, 2004 and subsequent.

<b>Description</b>	<b>Liability and Physical Damage</b>	
	<b>Unlimited Customer Coverage</b>	<b>Liability Exposure Basis</b>
Repair Shops – Risks primarily engaged in the repair of automobiles, including body, fender, radiator, ignition service and paint shops	780900	plate
Service Stations – Risks primarily engaged in the servicing of automobiles (including car washes) and the sale and installation of automobile accessories excluding major engine or body repair work	781100	plate
Storage Garages and Public Parking Places – Risks primarily engaged in the storing or parking of automobiles	781300	plate

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**CLASSIFICATION CODE**

**COMMERCIAL MOTORCYCLE DEFINITION**

- Motorcycles (including Motorbikes)
- Motorscooters (including Scootmobiles, Safticycles, Motorglides)
- Motorbikes
- Similar Motor Vehicles used for Commercial purposes

<b>Description</b>		<b>Code</b>
<b>Rating Group</b>	<b>Cubic Centimeter Engine Displacement</b>	
★ Electric	N/A	924000
Group A	C.C. Displacement to 70	924100
	C.C. Displacement 71 – 100	924200
Group B	C.C. Displacement 101 – 125	924300
	C.C. Displacement 126 – 200	924400
	C.C. Displacement 201 – 275	924500
	C.C. Displacement 276 – 350	924600
Group C	C.C. Displacement 351 – 500	924700
	C.C. Displacement 501 – 650	924800
Group D	C.C. Displacement over 650	924900

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**GARAGES**

**RISKS SUBJECT TO THE MASSACHUSETTS COMPULSORY LAW**

- ★ • Garages, Garage Dealers, Service Stations, Repair Shops and Parking Facilities
- ★ • As of January 1, 2004, changes in the Garage Policy resulted in the Garage Policy Forms being available for Dealer Operations only. Since a company may elect not to adopt the modified Garage Policy, Repair Shops, Service Stations and Storage Garages and Public Parking Places classification codes are now listed in both the Garage and Special Types Classification Code tables, with the same classification codes. Note that if a company has elected not to adopt the modified Garage Policy, the Repair Shops, Service Stations and Storage Garages and Public Parking Places will continue to be written on a Garage Policy. If the modifications have been adopted, these classes should be classified as Special Types and written on the Business Auto Coverage Form.
- ★ • Those companies that have elected to adopt the revised Garage Policy writing program may report their statistical data using the revised reporting requirements on an optional basis for policies effective January 1, 2004 – June 30, 2004 and on a mandatory basis for policies effective July 1, 2004 and subsequent.
- ★ • Note that CAR has adopted the revised Garage Policy as of July 1, 2004. Therefore, as of this date, the Repair Shops, Service Stations and Storage Garages and Public Parking Places classifications listed on a Limited Customer Coverage Basis (780800, 781000 and 781200) will no longer be available for ceded policies.

Description	Liability and Physical Damage		
	Limited Customer Coverage	Unlimited Customer Coverage	Liability Exposure Basis
Franchised Private Passenger Automobile Dealer (with or without any other type of franchise)	730100	730200	plate
Franchised Truck or Truck-Tractor Dealer (with or without any other type of franchise except private passenger automobile franchise)	731100	731200	plate
Franchised Motorcycle Dealer including all two-wheeled cycle vehicles (no private passenger or truck franchise)	732100	732200	plate
Franchised Recreational Vehicle Dealer (no private passenger, snowmobile or residence types mobile home)	733100	733200	plate
Franchised Residence Type Mobile Home Trailer Dealer	782000	782100	plate
Franchised Commercial Trailer Dealer	783000	783100	plate
Other Franchised Self-Propelled Land Motor Vehicle Dealer (including motor homes and campers)	734100	734200	plate
Non-Franchised Dealer (any of the risks described above that are not franchised dealers)	735100	735200	plate
Equipment and Implement Dealer (no other franchise)	736100	736200	plate
Repair Shops – Risks primarily engaged in the repair of automobiles, including body, fender, radiator, ignition service and paint shops	780800	780900	plate
Service Stations – Risks primarily engaged in the servicing of automobiles (including car washes) and the sale and installation of automobile accessories excluding major engine or body repair work	781000	781100	plate
Storage Garages and Public Parking Places – Risks primarily engaged in the storing or parking of automobiles	781200	781300	plate
Trailer Plate – Garages (Liability only)	070800	070900	plate
Premises Coverage – Clerical (Liability only)	070400	070400	payroll
Premises Coverage – All Other (Liability Only)	070500	070500	payroll
Other Than Covered Auto (Liability Only) Applicable to those Policies Written on the Simplified Garage Policy	070500	070500	payroll

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**GARAGES**

**RISKS NOT SUBJECT TO THE MASSACHUSETTS COMPULSORY LAW**

- Garages, Garage Dealers, Service Stations, Repair Shops and Parking Facilities
- ★ • The following classifications are only applicable if a company has not adopted the revised Garage Policy writing program which became available January 1, 2004 and subsequent. Under this program, Repair Shops, Service Stations, Storage Garages and Public Parking Places do not qualify for the Garage Policy Form and the classification codes listed below are no longer classified as Garage classifications.
- ★ • Note that CAR has adopted the revised Garage Policy as of July 1, 2004. Therefore, as of this date, the classifications listed below will no longer be available for ceded policies.

Description	Code	
	Liability	Physical Damage
Repair Shops, Storage Garages, Service Stations and Public Parking Places	075000	075000
All Other Risks Not Subject to the Massachusetts Compulsory Law <ul style="list-style-type: none"> <li>• As written in accordance with the garage section of the Massachusetts Commercial Automobile Insurance Manual</li> </ul>	707000	707000



**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**NON-OWNED AUTOMOBILES**

Description	Code	
	Liability	Physical Damage
<b>Non-Ownership Liability</b> (Exposure Basis: Employee Months)		
Risks with 0 – 25 Employees	660100	--
Risks with 26 – 100 Employees	660200	--
Risks with 101 – 500 Employees	660300	--
Risks with 501 – 1,000 Employees	660400	--
Risks with over 1,000 Employees	660500	--
Individual Liability of Employees (including Social Service Agency Risks)	667100	--
<b>Non-Ownership Liability</b> (Exposure Basis: Volunteer Months)		
Volunteers (Social Service Agency Risks Only)	667000	--
Individual Liability of Volunteers (Social Service Agency Risks Only)	667200	--
<b>Hired Automobiles</b> (Exposure Basis: Cost of Hire)		
Private Passenger and Commercial Vehicles (excluding Truckers)	661100	661100
Truckers	661300	661300
★ Truckers – Without Hold Harmless Agreements (Voluntary Business Only)	662600	662600
★ Truckers – With Hold Harmless Agreements (Voluntary Business Only)	662800	662800
Public Transportation Automobiles	500000	500000
On a Minimum or an "If Any" Premium Basis	661900	--
<b>Other Non-Owned Automobiles</b>		
Drive Other Car Coverage	902000	902000
Partnership as the Named Insured – Non-Ownership Liability	700000	--
All Other	700000	700000

**Massachusetts Commercial Automobile  
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**CLASSIFICATION CODE**

**SPECIAL RATING AND ADJUSTMENT**

Description	Code	
	Liability	Physical Damage
Composite Rated Risks	999000	999000
Non Cedable Limits	800000	--
Legal Liability for Physical Damage to Trailers under a Trailer Interchange Agreement	--	993200
Retrospective Rating Plan D Adjustments (Premium Only)		
Private Passenger	998100	998100
Commercial	998200	998200
Publics	998500	998500
Garages	998700	998700
All Other	998900	998900
All Other	998000	998000
<b>Gross Receipts and Mileage</b>		
Gross Receipts		
Buses	059900	059900
Commercial	089900	089900
Mileage		
Buses	059900	059900
Commercial	089800	089800

# Massachusetts Commercial Automobile Statistical Plan Part VI - Coding Section

## ZONE RATING CODE

The Zone Rating Code applies to the following classifications:

- Trucks, Tractors and Trailers, except for light trucks and trailers used with light trucks, regularly operated beyond a 200 mile radius from the street address of principal garaging
- Public Automobiles, except for Taxis, Limousines, School, Church and Urban Buses and Van Pools, regularly operated beyond a 200 mile radius from the street address of principal garaging

Refer to the Massachusetts Commercial Automobile Insurance Manual Zone Rating Tables for the definitions of the applicable codes. The Zone Rating Code is developed from the last three positions of the Zone Combination Code. The following is a table of valid codes derived from the rating tables:

Region	Zone	Zone 03 Boston	Zone 49 All Other
		Code	Code
Atlanta	01	201	901
Balt./Wash.	02	202	902
Boston	03	203	903
Buffalo	04	204	904
Charlotte	05	205	905
Chicago	06	206	906
Cincinnati	07	207	907
Cleveland	08	208	908
Dallas Ft Worth	09	209	909
Denver	10	210	910
Detroit	11	211	911
Hartford	12	212	912
Houston	13	213	913
Indianapolis	14	214	914
Jacksonville	15	215	915
Kansas City	16	216	916
Little Rock	17	217	917
Los Angeles	18	218	918
Louisville	19	219	919
Memphis	20	220	920
Miami	21	221	921
Milwaukee	22	222	922
Minn./St. Paul	23	223	923
Nashville	24	224	924

Region	Zone	Zone 03 Boston	Zone 49 All Other
		Code	Code
New Orleans	25	225	925
New York City	26	226	926
Oklahoma City	27	227	927
Omaha	28	228	928
Phoenix	29	229	929
Philadelphia	30	230	930
Pittsburgh	31	231	931
Portland	32	232	932
Richmond	33	233	933
St. Louis	34	234	934
Salt Lake City	35	235	935
San Francisco	36	236	936
Tulsa	37	237	937
Pacific	40	240	940
Mountain	41	241	941
Midwest	42	242	942
Southwest	43	243	943
North Central	44	244	944
Mid East	45	245	945
Gulf	46	246	946
South East	47	247	947
Eastern	48	248	948
New England	49	249	949

**Massachusetts Commercial Automobile  
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Part VI - Coding Section**

**AGE CODE**

The Age Code applies to the following classifications:

- Publics
- Private Passenger Types
- Trucks, Tractors and Trailers
- Van Pools
- ★ • Special Types (refer to Appendix A – Classification Code Decision Table for applicable classifications)

For purposes of the Age definition, the current model year shall change effective October 1 of each calendar year. The applicable codes are as follows:

<b>Description</b>	<b>Age Group</b>	<b>Code</b>
Automobiles of the Current Model Year	1	1
Automobiles of the First Preceding Model Year	2	2
Automobiles of the Second Preceding Model Year	3	3
Automobiles of the Third Preceding Model Year	4	4
Automobiles of the Fourth Preceding Model Year	5	5
Automobiles of the Fifth Preceding Model Year	6	6
Automobiles of the Sixth Preceding Model Year	7	7
Automobiles of the Seventh Preceding Model Year	8	8
Automobiles of Model Years 1981 through the Eighth Preceding Model Year	9	9
Automobiles of Model Years 1980 and prior	0	0

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**CLASS GROUP CODE**

For Policy Effective Years 1990 and prior:

- For voluntary business, companies may optionally use Class Group Code 3 to identify that the class is other than commercial business

<b>Description</b>	<b>Code</b>
Voluntary	0
Ceded Commercial <ul style="list-style-type: none"> <li>• Fleet CAR Rated Risk</li> <li>• Trucks, Tractors and Trailers – Fleet</li> <li>• Private Passenger Types – Fleet</li> </ul>	2
Ceded All Other Commercial	3

★ For Policy Effective Years 1991 through 2002:

<b>Description</b>	<b>Code</b>
Voluntary	0
Ceded Commercial – CAR Rate Used	2
Ceded Commercial – CAR Rate Not Used <ul style="list-style-type: none"> <li>• Non-Fleet Private Passenger Types Only (Class Code 739100)</li> </ul>	3

**Massachusetts Commercial Automobile  
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**PARTIAL/TOTAL LOSS INDICATOR**

- This field applies to Property Damage Liability and Physical Damage Losses only
- Non-vehicle claims should be coded as a partial loss (Partial/Total Loss Indicator 1)
- For additional information regarding reporting the extent of vehicle loss, refer to Section B – Losses of the General Reporting Requirements Section of this Plan

<b>Description</b>	<b>Code</b>
Partial Loss	1
Total Loss	2

**Massachusetts Commercial Automobile  
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**PASSIVE RESTRAINT DEVICE DISCOUNT CODE**

- This discount applies to Medical Payments, Uninsured and Underinsured Liability and PIP (No-Fault) coverages only

<b>Description</b>	<b>Code</b>
No Discount	0
Category I Applies <ul style="list-style-type: none"><li>• Vehicle contains occupant safety features approved by the Massachusetts Division of Insurance</li></ul>	1

**Massachusetts Commercial Automobile  
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**RATING IDENTIFICATION CODE**

	<b>Description</b>	<b>Code</b>
★	Experience Rated	1
★	Both Experience Rated and All Other Rated	7
★	All Other Rated	9
★	Not Experience Rated, Not All Other Rated <ul style="list-style-type: none"><li>• Optional for policies effective 1/1/2003 – 12/31/2003. Mandatory for policies effective 1/1/2004 and subsequent.</li></ul>	0



**Massachusetts Commercial Automobile  
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**TERRORISM COVERAGE CODE**

Terrorism Coverage Code may be optionally reported for policies effective July 1, 2006 – December 31, 2006. It is mandatory to report Terrorism Coverage Code for policies effective January 1, 2007 and subsequent.

Terrorism Coverage Code must be reported on all premium records. This includes both underlying policy premium records as well as the separate terrorism coverage records.

<b>Description</b>	<b>Code</b>
<b>Underlying Policy Record</b>	
★ Exclusion for Terrorism for coverage in excess of the minimum statutory policy limits as provided in the Commercial Automobile Policy	A
★ Terrorism Coverage Provided on the Underlying Policy (total policy limit) at No Additional Charge	
• Coverage only for terrorism events resulting in up to \$25 million in property damage	B
• All Other Terrorism Coverage	C
Terrorism Coverage Provided on the Underlying Policy at an Additional Charge (Separate premium record for developed terrorism coverage premium must also be reported – see below)	H
<b>Terrorism Coverage Record</b>	
Report separately developed premium for terrorism coverage	T

**Massachusetts Commercial Automobile  
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**PRODUCER CODE**

- Producer Code is a six position alphanumeric code
- Producer Code should be left justified with no blanks between significant digits and all unused positions must be coded as spaces (denoted as: *b*)
- ★ • Note that a unique Producer Code is required to be reported for each agency office location.

Examples:

<b>Producer Code</b>	<b>Code</b>
A1234	A1234 <i>b</i>
987	987 <i>bbb</i>
AB5678	AB5678

**Massachusetts Commercial Automobile  
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**ZIP CODE**

- ZIP Code is a nine position numeric code
- It is mandatory to report the first five positions of the ZIP Code
- The ZIP Code extension (occupying the last four positions) is optional
- ZIP Code should be left justified with no blanks between significant digits and all unused positions must be coded as spaces (denoted as: *b*)

Examples:

<b>ZIP Code</b>	<b>Code</b>
01463-8735	014638735
01463	01463 <b><i>bbbb</i></b>
02135-9822	021359822

# Massachusetts Commercial Automobile Statistical Plan Part VI - Coding Section

## EXPOSURE

### 1. Per Car Basis

Report the exposure as the number of car months. A car month is equivalent to one car insured for one month. Refer to the Exposure table on the next page.

### 2. Per Plate Basis

For Garages Subject to the Compulsory Law, report the exposure as the number of plate months. A plate month is equivalent to one plate insured for one month. Refer to the Exposure table on the next page.

<b>Example of per Plate Basis</b>			
<b>Plates</b>	<b>Months</b>	<b>Result (Plates x Months)</b>	<b>Code</b>
21	12	252	0000252
100	12	1200	0001200

### 3. Per Payroll and Earnings Basis

For Garage Premises and Garages Not Subject to the Compulsory Law, and in all cases where the manual rates apply to each \$100 of payroll or earnings, the exposure is the estimated payroll or earnings at the inception of the policy. For coverages written on a payroll or earnings basis, the exposure shall be rounded to the nearest hundred dollars and shall be reported in units of one hundred. If the final audit after expiration of the policy develops additional payroll or earnings, such additional payroll or earnings over and above the estimated payroll or earnings must be reported on an additional record. If the audited payroll or earnings is less than the estimated, the difference is to be reported as a credit entry. On all records reporting adjustments after audit, report the original policy effective and expiration dates.

<b>Example of Payroll and Earnings Basis</b>			
<b>Payroll or Earnings</b>	<b>Rounded to the Nearest Hundred</b>	<b>Units of One Hundred</b>	<b>Code</b>
\$10,711	\$10,700	\$107	0000107
\$250,295	\$250,300	\$2,503	0002503

### 4. Per Gross Receipts, Mileage and Cost of Hire Classes

The same basis of reporting applies as outlined in Payroll and Earnings Basis (3) above. Gross Receipts and Cost of Hire shall be rounded to the nearest hundred dollars and reported in units of one hundred. Mileage shall be rounded to the nearest hundred miles and reported in units of one hundred.

### 5. Per Employee Month Basis

The employee month exposure to be reported under Non-Ownership Liability is to be reported on an employee month basis. An employee month is equivalent to one employee insured for one month.

<b>Example of Employee Basis</b>			
<b>Employees</b>	<b>Months</b>	<b>Result (Employees x Months)</b>	<b>Code</b>
20	12	240	0000240
155	12	1860	0001860

### ★ 6. Limit of Insurance (Business Interruption Coverage Only)

Report the exposure as the limit of insurance written on the endorsement schedule. If each item of scheduled property has a separate limit of insurance, an individual premium record is required to be reported for each item. If a single limit of insurance applies to all scheduled property, one single premium record is required.

<b>Example of Limit of Insurance</b>	
<b>Limit of Insurance (from Schedule)</b>	<b>Code</b>
\$10,000	0010000
\$50,000	0050000

# Massachusetts Commercial Automobile Statistical Plan Part VI - Coding Section

## EXPOSURE

EXPOSURE	Effective Month OR Cancellation Month												
	Jan 15 to Jan 16	Jan 16 to Feb 15	Feb 16 to Mar 15	Mar 16 to Apr 15	Apr 16 to May 15	May 16 to Jun 15	Jun 16 to Jul 15	Jul 16 to Aug 15	Aug 16 to Sep 15	Sep 16 to Oct 15	Oct 16 to Nov 15	Nov 16 to Dec 15	Dec 16 to Dec 31
Jan 1 to Jan 15	0												
Jan 16 to Feb 15	1	0											
Feb 16 to Mar 15	2	1	0										
Mar 16 to Apr 15	3	2	1	0									
Apr 16 to May 15	4	3	2	1	0								
May 16 to Jun 15	5	4	3	2	1	0							
Jun 16 to Jul 15	6	5	4	3	2	1	0						
Jul 16 to Aug 15	7	6	5	4	3	2	1	0					
Aug 16 to Sep 15	8	7	6	5	4	3	2	1	0				
Sep 16 to Oct 15	9	8	7	6	5	4	3	2	1	0			
Oct 16 to Nov 15	10	9	8	7	6	5	4	3	2	1	0		
Nov 16 to Dec 15	11	10	9	8	7	6	5	4	3	2	1	0	
Dec 16 to Jan 15	12	11	10	9	8	7	6	5	4	3	2	1	0
Jan 16 to Feb 15	13	12	11	10	9	8	7	6	5	4	3	2	1
Feb 16 to Mar 15	14	13	12	11	10	9	8	7	6	5	4	3	2
Mar 16 to Apr 15	15	14	13	12	11	10	9	8	7	6	5	4	3
Apr 16 to May 15	16	15	14	13	12	11	10	9	8	7	6	5	4
May 16 to Jun 15	17	16	15	14	13	12	11	10	9	8	7	6	5
Jun 16 to Jul 15	18	17	16	15	14	13	12	11	10	9	8	7	6
Jul 16 to Aug 15	19	18	17	16	15	14	13	12	11	10	9	8	7
Aug 16 to Sep 15	20	19	18	17	16	15	14	13	12	11	10	9	8
Sep 16 to Oct 15	21	20	19	18	17	16	15	14	13	12	11	10	9
Oct 16 to Nov 15	22	21	20	19	18	17	16	15	14	13	12	11	10
Nov 16 to Dec 15	23	22	21	20	19	18	17	16	15	14	13	12	11
Dec 16 to Jan 15	24	23	22	21	20	19	18	17	16	15	14	13	12
Jan 16 to Feb 15		24	23	22	21	20	19	18	17	16	15	14	13
Feb 16 to Mar 15			24	23	22	21	20	19	18	17	16	15	14
Mar 16 to Apr 15				24	23	22	21	20	19	18	17	16	15
Apr 16 to May 15					24	23	22	21	20	19	18	17	16
May 16 to Jun 15						24	23	22	21	20	19	18	17
Jun 16 to Jul 15							24	23	22	21	20	19	18
Jul 16 to Aug 15								24	23	22	21	20	19
Aug 16 to Sep 15									24	23	22	21	20
Sep 16 to Oct 15										24	23	22	21
Oct 16 to Nov 15											24	23	22
Nov 16 to Dec 15												24	23
Dec 16 to Jan 15													24

EXAMPLES: The exposure for a car insured for one year is 12.  
 The exposure for a car insured for two years is 24.  
 The exposure for a car cancelled effective between July 16 and August 15 on a policy expiring between April 16 and May 15 of the following year is 9.

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**EXPERIENCE RATING MODIFICATION FACTOR CODE**

- The Experience Rating Modification Factor Code is a three digit code reflecting the decimal complement of Experience Rating modifications (excluding retrospective adjustments which must be reported under the specific classification codes provided for such adjustments)
- The factor shall be rounded to two decimal places for reporting
- If no modification exists, report Experience Rating Modification Factor Code 100

Examples:

<b>Experience Rating Modification Factor</b>	<b>Decimal Complement</b>	<b>Code</b>
None	None	100
-10% (Credit)	0.90	090
+15% (Debit)	1.15	115

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**ALL OTHER RATING MODIFICATION FACTOR CODE**

- The All Other Rating Modification Factor Code is a three digit code reflecting the decimal complement of the combined effect on voluntarily reported premium of:
  - ◆ Schedule Rating Modifications
  - ◆ Individual Risk Modifications or similar Modifications
  - ◆ Expense Modifications or similar Modifications
- This modification is calculated for voluntary business only
- The factor shall be rounded to two decimal places for reporting
- If no modification exists, report All Other Rating Modification Factor Code 100

Examples:

<b>Schedule Rating Modification</b>	<b>Individual Risk Modification</b>	<b>Expense Modification</b>	<b>Total Rating Modification</b>	<b>Code</b>
None	None	None	None	100
None	+10% (credit)	None	0.900*	090
+10% (debit)	+15% (debit)	None	1.265*	127
-15% (credit)	None	-10% (credit)	0.765*	077
-15% (credit)	+15% (debit)	None	0.977*	100

\* These examples are calculated on a multiplicative basis and are illustrative of the required reporting technique only. The Total Rating Modification can be determined using other methodologies.

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**CLAIM IDENTIFICATION NUMBER**

- Claim Identification Number is a sixteen position alphanumeric code
- It is mandatory to report at least three characters
- Claim ID should be left justified with no blanks between significant digits and all unused positions must be coded as spaces (denoted as: *b*)

Examples:

<b>Claim Identification Number</b>	<b>Code Reported</b>
CL014638735	CL014638735 <b>bbbb</b>
123456789	123456789 <b>bbbbbb</b>
ABCDEF1234567890	ABCDEF1234567890



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**POLICY IDENTIFICATION NUMBER**

- Policy Identification Number is a sixteen position alphanumeric code
- It is mandatory to report at least three characters
- Policy ID should be left justified with no blanks between significant digits and all unused positions must be coded as spaces (denoted as: *b*)

Examples:

<b>Policy Identification Number</b>	<b>Code Reported</b>
PL014638735	PL014638735 <b>bbbbbb</b>
123456789	123456789 <b>bbbbbbb</b>
ABCDEF1234567890	ABCDEF1234567890

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**VEHICLE IDENTIFICATION NUMBER**

- Vehicle Identification Number (VIN) is a five to seventeen position alphanumeric code
- VIN should be left justified with no blanks between significant digits and all unused positions must be coded as spaces (denoted as: *b*)
- For Losses: If a claim is incurred on an insured's policy, that does not involve a vehicle named on said policy, the losses may be coded as 97 followed by fifteen zeros (97000000000000000)

Examples:

<b>Vehicle Identification Number</b>	<b>Code Reported</b>
1FABP28A6FF143890	1FABP28A6FF143890
1C3BH41J6MN109186	1C3BH41J6MN109186
ZC2FP1101KB202230	ZC2FP1101KB202230
GV5VK3212B	GV5VK3212Bbbbbbbb
MA12345	MA12345bbbbbbbbbb

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**Liability Only**

This section applies to liability records only

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**LIMITS IDENTIFIER CODE**

<b>Description</b>	<b>Code</b>
Combined Single Limit Liability policies • Separate premiums for Bodily Injury and Property Damage *	2
Split Limit Liability policies • Separate premiums for Bodily Injury and Property Damage	3

- \* For single limit liability policies the reported Bodily Injury premium must be based on the Bodily Injury portion of the single limit calculation (including Uninsured Motorist, Underinsured Motorist and Medical Payments premiums if applicable). The reported Property Damage premium must be based on the Property Damage portion of the single limit calculation.

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**AGGREGATE LIMITS IDENTIFIER CODE**

- The Aggregate Limits Identifier Code applies to Garage Premises coverage only
- These policies are written with a Combined Single Limit of Liability coverage

<b>Aggregate Limits</b>	<b>Code</b>
One times the Per Accident Limit of Liability	1
Two times the Per Accident Limit of Liability	2
Three times the Per Accident Limit of Liability	3
Five times the Per Accident Limit of Liability	5
Seven times the Per Accident Limit of Liability	7
All Other Aggregate Limits of Liability	9

**Massachusetts Commercial Automobile  
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**LIABILITY LIMITS CODE**

<b>BODILY INJURY</b>		
<b>Limits of Liability</b>		<b>Code</b>
<b>Per Claim</b>	<b>Per Accident</b>	
\$ 20,000	\$ 40,000	01
20,000	40,000	04 *
20,000	50,000	11
25,000	60,000	05
25,000	50,000	06
30,000	70,000	12
35,000	80,000	13
50,000	100,000	07
100,000	300,000	08
250,000	500,000	09
500,000	500,000	15 #
500,000	1,000,000	10
1,000,000	1,000,000	14
All Other Limits Not Above		49
No Bodily Injury		00

<b>MEDICAL PAYMENTS</b>		<b>Code</b>
<b>Limits of Liability</b>		
\$ 500		01
750		02
1,000		03
2,000		04
5,000		05
10,000		06
15,000		07
20,000		08
25,000		09
50,000		10 ***
100,000		11 ***
All Other Limits Not Above		49 ****
No Medical Payments		00

<b>UNINSURED MOTORIST</b>		
<b>Limits of Liability</b>		<b>Code</b>
<b>Per Claim</b>	<b>Per Accident</b>	
\$ 20,000	\$ 40,000	04
20,000	50,000	11
25,000	60,000	05
25,000	50,000	06
30,000	70,000	12
35,000	80,000	13
50,000	100,000	07
100,000	300,000	08
250,000	500,000	09
500,000	500,000	15 #
500,000	1,000,000	10 ***
1,000,000	1,000,000	14 ***
All Other Limits Not Above		49
No Uninsured Auto		00

<b>UNDERINSURED MOTORIST</b>		
<b>Limits of Liability</b>		<b>Code</b>
<b>Per Claim</b>	<b>Per Accident</b>	
\$ 20,000	\$ 40,000	04 **
20,000	50,000	11
25,000	60,000	05
25,000	50,000	06
30,000	70,000	12
35,000	80,000	13
50,000	100,000	07
100,000	300,000	08
250,000	500,000	09
500,000	500,000	15 #
500,000	1,000,000	10 ***
1,000,000	1,000,000	14 ***
All Other Limits Not Above		49
No Underinsured Auto		00

<b>PROPERTY DAMAGE</b>		<b>Code</b>
<b>Limits of Liability</b>		
\$ 5,000		01
10,000		02
15,000		03
25,000		04
35,000		05
50,000		06
100,000		07
250,000		11
500,000		10
750,000		12 ***
1,000,000		13 ***
Property Damage Deductible		08
All Other Limits Not Above		09
No Property Damage		00

\* If both mandatory (code 01) and optional (code 04) Bodily Injury coverage are purchased, Limits Code 04 must be reported.

\*\* If the 20/40 limit of Underinsured Motorists coverage is purchased, although there is no associated cost, Limits Code 04 must be reported.

\*\*\* This limit is available for voluntary business only.

\*\*\*\* Optional for policies effective 1/1/05 – 12/31/05 and mandatory for policies effective 1/1/06 and subsequent.

★ # Mandatory for policies effective January 1, 2008 and subsequent.

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**LIABILITY LIMITS CODE (Continued)**

- If a policy is written at a per occurrence limit that is not identified by a specific code, the transaction shall be coded to the next higher per occurrence limit.

<b>COMBINED SINGLE LIMIT</b>	
<b>Limits of Liability Per Occurrence</b>	<b>Code</b>
\$ 45,000	04
50,000	08
75,000	09
100,000	10
150,000	11
200,000	12
250,000	13
300,000	14
400,000	15
500,000	16
750,000	17
1,000,000	18
1,500,000	19
2,000,000	20
2,500,000	21
3,000,000	22
5,000,000	23
7,500,000	24
10,000,000	25
15,000,000	26
20,000,000	27
30,000,000	28
50,000,000	29

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**POLLUTION LIABILITY BROADENED COVERAGE CODE**

- This coverage is available only in conjunction with the Commercial Simplified Automobile Program.

<b>Description</b>	<b>Code</b>
No Pollution Liability Broadened Coverage	0
Pollution Liability Broadened Coverage – Hazardous <ul style="list-style-type: none"><li>• As defined in the Massachusetts Commercial Automobile Insurance Manual in Section II.46.C.3</li></ul>	1
Pollution Liability Broadened Coverage – Non-Hazardous	2
Pollution Liability Broadened Coverage – Extra Hazardous <ul style="list-style-type: none"><li>• As defined in the Massachusetts Commercial Automobile Insurance Manual in Section II.46.C.2 or Section II.46.C.4</li></ul>	3



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**TYPE OF LOSS CODE - LIABILITY**

Description	Code
Bodily Injury to Others – Excluding claims covered under Type of Loss Code 02	01
Bodily Injury to Others – Guest claims, claims arising out of accidents occurring off the ways of the Commonwealth or claims out of Massachusetts	02
Damage to Someone Else's Property (Property Damage Liability)	03
Medical Payments	05
Bodily Injury Caused by an Uninsured Automobile	06
Bodily Injury Caused by an Underinsured Automobile	07
Pollution Liability – Bodily Injury	09
Pollution Liability – Property Damage	10
Bodily Injury to Others – Inter or Intra Company Reimbursements resulting from PIP (No-Fault) claims (excluding claims covered under Type of Loss Code 14)	11
Bodily Injury to Others – Inter or Intra Company Reimbursements resulting from PIP (No-Fault) claims arising out of accidents occurring off the ways of the Commonwealth or claims out of Massachusetts	14
★ Bodily Injury Loss Due to Acts of Terrorism • Includes Bodily Injury Caused by an Uninsured Automobile, Bodily Injury Caused by an Underinsured Automobile and Medical Payments	97
★ Property Damage Loss Due to Acts of Terrorism	98

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**No-Fault Only**

This section applies to no-fault records only

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**PIP COVERAGE CODE**

<b>Description</b>	<b>Code</b>
Basic PIP (No-Fault) Coverage Only	1
★	PIP Coverage – Employers Subject to Massachusetts Workers' Compensation Act
	2

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**TYPE OF LOSS CODE – PIP (NO-FAULT)**

<b>Description</b>	<b>Code</b>
Non-Split Outstanding Loss	23
Medical Loss	24
Wage Loss	34
Other Economic Loss	44
Subrogation Recovery	45
★ No-Fault Loss Due to Acts of Terrorism	97

**Massachusetts Commercial Automobile  
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**Physical Damage Only**

This section applies to physical damage records only

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**OTHER THAN COLLISION COVERAGE CODE**

★ The \$100 Towing and Labor Costs Coverage codes are optional for policies effective 9/4/2002 – 12/31/2002 and mandatory for policies effective 1/1/2003 and subsequent.

<b>OTC Coverage with Full Glass Coverage</b>				
<b>Description</b>	<b>Code</b>			
	<b>Towing and Labor Cost Coverage</b>			
	<b>\$25 Included</b>	<b>\$50 Included</b>	<b>★ \$100 Included</b>	<b>Excluded</b>
Comprehensive Coverage				
• \$ 300 Deductible	034	234	434	035
• \$ 500 Deductible	036	236	436	037
• \$1,000 Deductible	038	238	438	039
• \$2,000 Deductible	022	222	422	023
• All Other Deductibles with Full Glass Coverage	064	264	464	004
Fire only Coverage	065	265	465	005
Fire and Theft Coverage	066	266	466	006
Fire, Theft and Combined Additional Coverage with MMV or Dealers Supplemental Coverage with MMV	068	268	468	008
Fire, Theft and Combined Additional Coverage without MMV or Dealers Supplemental Coverage without MMV	069	269	469	009
Stated Amount	060			
Agreed Amount	063			

<b>OTC Coverage with Optional \$100 Glass Deductible</b>				
<b>Description</b>	<b>Code</b>			
	<b>Towing and Labor Cost Coverage</b>			
	<b>\$25 Included</b>	<b>\$50 Included</b>	<b>★ \$100 Included</b>	<b>Excluded</b>
Comprehensive Coverage				
• \$ 300 Deductible	134	334	534	135
• \$ 500 Deductible	136	336	536	137
• \$1,000 Deductible	138	338	538	139
• \$2,000 Deductible	122	322	522	123
• All Other Deductibles with Optional Glass Deductible	164	364	564	104
Fire only Coverage	165	365	565	105
Fire and Theft Coverage	166	366	566	106
Fire, Theft and Combined Additional Coverage with MMV or Dealers Supplemental Coverage with MMV	168	368	568	108
Fire, Theft and Combined Additional Coverage without MMV or Dealers Supplemental Coverage without MMV	169	369	569	109

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**OTHER THAN COLLISION COVERAGE CODE (Continued)**

**MISCELLANEOUS COVERAGES**

<b>Description</b>	<b>Code</b>
Trailer Interchange Legal Liability (Class Code 993200)	050
Single Interest – Fire and Theft (Class Code 998000)	051
Single Interest – Conversion, Embezzlement or Secretion (Class Code 998000)	052
Dealers Wholesale Floor Plan (Class Code 998000)	054
Composite Rated Risks (Class Code 999000)	059
Towing and Labor Cost – \$100 per disablement <ul style="list-style-type: none"> <li>• No other Comprehensive coverage afforded</li> <li>• Optional for policies effective 9/4/2002 – 12/31/2002. Mandatory for policies effective 1/1/2003 and subsequent.</li> </ul>	080
Towing and Labor Cost – \$25 per disablement <ul style="list-style-type: none"> <li>• No other Comprehensive coverage afforded</li> </ul>	081
Towing and Labor Cost – \$50 per disablement <ul style="list-style-type: none"> <li>• No other Comprehensive coverage afforded</li> </ul>	082
Rental Reimbursement	083
Automobile Dealers False Pretense Coverage	084
Sound Receiving and Transmitting Equipment (excluding Police vehicles, Fire vehicles, and Garagekeepers)	087
Retrospective Rating Plan D premium adjustment only (Report Retrospective Rating Plan D premium, other than adjustments, with applicable class and coverage)	089
All Other Coverages – excluding Collision	089



<b>Miscellaneous Coverages - Other</b>	<b>Code</b>
Business Interruption Coverage (Class Code 798700)	401

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**OTHER THAN COLLISION COVERAGE CODE (Continued)**

**GARAGE COVERAGE**

<b>Garage Dealers - Comprehensive Coverage</b>	<b>Code</b>
\$ 300 Deductible per car / \$1,500 per occurrence	202
\$ 500 Deductible per car / \$2,500 per occurrence	203
\$1,000 Deductible per car / \$5,000 per occurrence	204

<b>Garagekeepers - Comprehensive Coverage</b>	<b>Code</b>
Legal Liability Basis	211
Direct Coverage – Primary	212
Direct Coverage – Excess	213

<b>★ Garagekeepers - Specified Causes of Loss Coverage (Fire, Theft and Vandalism)</b>	<b>Code</b>
Legal Liability Basis	214
Direct Coverage – Primary	215
Direct Coverage – Excess	216

<b>★ Garagekeepers - Miscellaneous Coverages</b>	<b>Code</b>
Audio, Visual and Data Electronic Equipment	217



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**COLLISION COVERAGE CODE**

<b>Collision Coverage Without Waiver of Deductible</b>		
<b>Description</b>	<b>Code</b>	<b>Type of Loss Code</b>
\$ 300 Deductible	076	10
\$ 500 Deductible	077	10
\$1,000 Deductible	078	10
\$2,000 Deductible	072	10
All Other Deductibles	079	10

<b>Collision Coverage With Waiver of Deductible</b>		
<b>Description</b>	<b>Code</b>	<b>Type of Loss Code</b>
\$ 300 Deductible	015	11 or 12
\$ 500 Deductible	016	11 or 12
\$1,000 Deductible	017	11 or 12
\$2,000 Deductible	012	11 or 12
All Other Deductibles	019	11 or 12

<b>Limited Collision Coverage</b>		
<b>Description</b>	<b>Code</b>	<b>Type of Loss Code</b>
Full Coverage	040	12
\$ 300 Deductible	045	10
\$ 500 Deductible	042	10
\$1,000 Deductible	043	10
\$2,000 Deductible	046	10
All Other Deductibles	049	10

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**COLLISION COVERAGE CODE (Continued)**

**MISCELLANEOUS COVERAGES**

<b>Description</b>	<b>Code</b>
Stated Amount – Limited Collision	041
Trailer Interchange Legal Liability (Class Code 993200)	090
Single Interest Collision (Class Code 998000)	091
Stated Amount – Collision	092
Composite Rated Risks (Class Code 999000)	093
Dealers Wholesale Floor Plan (Class Code 998000)	094
Agreed Amount – Collision	095
Retrospective Rating Plan D premium adjustment only (Report Retrospective Rating Plan D premium, other than adjustments, with applicable class and coverage)	099
All Other	099

<b>Miscellaneous Coverages - Other</b>	<b>Code</b>
Business Interruption Coverage (Class Code 798700)	411

**GARAGE COVERAGE**

<b>Garagekeepers - Collision Coverage</b>	<b>Code</b>
Legal Liability Basis	311
Direct Coverage – Primary	312
Direct Coverage – Excess	313

<b>Garage Dealers - Drive-Away Collision Coverage</b>	<b>Code</b>
\$300 Deductible	477
\$500 Deductible	478
All Other	099

<b>Garagekeepers – Miscellaneous Coverages</b>	<b>Code</b>
★ Audio, Visual and Data Electronic Equipment	317

**Massachusetts Commercial Automobile  
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**SYMBOL CODE**

**ORIGINAL COST NEW of COMMERCIAL VEHICLES**

★ The Symbol Code (Original Cost New) applies to the following classifications:

- Trucks, Tractors, and Trailers
- Private Passenger Types
- Publics
- Van Pools
- Special Types (refer to Appendix A – Classification Code Decision Table for applicable classifications)

★ For those vehicles with Original Cost New valued at \$90,001 and over (Symbol Code 12), companies are required to report the vehicle's Original Cost New in the Original Cost New Code field of the physical damage premium and loss record layouts.

<b>Cost New</b>	<b>Code</b>
\$ 0 – 4,500	01
4,501 – 6,000	02
6,001 – 8,000	03
8,001 – 10,000	04
10,001 – 15,000	05
15,001 – 20,000	06
20,001 – 25,000	07
25,001 – 40,000	08
40,001 – 65,000	10
65,001 – 90,000	11
90,001 and over	12

**Massachusetts Commercial Automobile  
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**SYMBOL CODE (Continued)**

**VEHICLE VALUE for COMMERCIAL MOTORCYCLES**

- Motorcycles (including Motorbikes), Motorscooters (including Scootmobiles, Safticycles, Motorglides), Mopeds and similar Motor Vehicles

Value	Code	Value	Code	Value	Code
\$ 100	01	\$ 3,500	35	\$ 6,900	69
200	02	3,600	36	7,000	70
300	03	3,700	37	7,100	71
400	04	3,800	38	7,200	72
500	05	3,900	39	7,300	73
600	06	4,000	40	7,400	74
700	07	4,100	41	7,500	75
800	08	4,200	42	7,600	76
900	09	4,300	43	7,700	77
1,000	10	4,400	44	7,800	78
1,100	11	4,500	45	7,900	79
1,200	12	4,600	46	8,000	80
1,300	13	4,700	47	8,100	81
1,400	14	4,800	48	8,200	82
1,500	15	4,900	49	8,300	83
1,600	16	5,000	50	8,400	84
1,700	17	5,100	51	8,500	85
1,800	18	5,200	52	8,600	86
1,900	19	5,300	53	8,700	87
2,000	20	5,400	54	8,800	88
2,100	21	5,500	55	8,900	89
2,200	22	5,600	56	9,000	90
2,300	23	5,700	57	9,100	91
2,400	24	5,800	58	9,200	92
2,500	25	5,900	59	9,300	93
2,600	26	6,000	60	9,400	94
2,700	27	6,100	61	9,500	95
2,800	28	6,200	62	9,600	96
2,900	29	6,300	63	9,700	97
3,000	30	6,400	64	9,800	98
3,100	31	6,500	65	9,999 or Over	99
3,200	32	6,600	66		
3,300	33	6,700	67		
3,400	34	6,800	68		

Examples:

Motorcycle Value	Rating Value	Code
\$101	\$200	02
\$2550	\$2600	26

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Part VI - Coding Section**

**PRE-INSURANCE INSPECTION IDENTIFICATION CODE**

<b>Description</b>	<b>Code</b>
Eligible for Pre-Insurance Inspection and Inspected	1
Eligible for Pre-Insurance Inspection and Not Inspected	2
Not Eligible or Waived	9

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**INTENSIFIED APPRAISAL IDENTIFICATION CODE**

- This code is valid for Policy Effective Years 1995 and prior

<b>Description</b>	<b>Claims &lt;= \$4,000</b>	<b>Claims &gt; \$4,000</b>
Eligible for Intensified Appraisal and Appraised	3	5
Eligible for Intensified Appraisal and Not Appraised	4	6
Not Eligible	9	8

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**★ ORIGINAL COST NEW CODE**

- Applies to vehicles with Original Cost New valued at \$90,001 and over, and reported with Symbol Code 12
- Report the vehicle's Original Cost New rounded to the nearest \$1,000

Examples:

<b>Original Cost New</b>	<b>Code</b>
\$90,001	090
\$125,650	126
\$502,230	502

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**ANTI-THEFT DEVICE DISCOUNT CODE**

- Applies to other than collision coverage only
- ★ • Refer to Section VIII – Anti-Theft Device Standards and Discounts of the Commercial Automobile Insurance Manual for detailed descriptions of each category of anti-theft device or vehicle recovery system

<b>Description</b>	<b>Code</b>
No Discount Applies	0
Category I Applies	1
Category II Applies	2
Category III Applies	3
Category IV Applies	4
Category IV plus Category I Apply	5
Category IV plus Category II Apply	6
Category IV plus Category III Apply	7
Category V Applies	8
Category V plus Category I Apply	9
Category V plus Category II Apply	A
Category V plus Category III Apply	B



**Massachusetts Commercial Automobile  
Statistical Plan  
Part VI - Coding Section**

**TYPE OF LOSS CODE – PHYSICAL DAMAGE**

**OTHER THAN COLLISION**

Description	Code
Fire	01
Theft	02
Glass <ul style="list-style-type: none"> <li>• For additional information on Glass Losses, refer to Section B – Losses of the General Reporting Requirements Section of this Plan</li> </ul>	03
Malicious Mischief and Vandalism	05
Cyclone, Earthquake, Explosion, Hail, Tornado, Water Damage and Windstorm	06
Flood and Rising Water	07
Towing and Labor Cost	08
All other types – excluding Collision	09
★ Other Than Collision Loss Due to Acts of Terrorism	97

**COLLISION**

Description	Code
Without Waiver of Deductible – <ul style="list-style-type: none"> <li>• Collision loss payment when deductible is applied</li> <li>• Limited Collision with a deductible</li> </ul>	10
With Waiver of Deductible – <ul style="list-style-type: none"> <li>• Collision loss payment when deductible is applied</li> </ul>	11
With Waiver of Deductible – <ul style="list-style-type: none"> <li>• Collision loss payment when deductible is waived</li> <li>• Limited Collision with full coverage</li> </ul>	12

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A - Statistical Data Quality Components**

The Statistical Data Quality Program consists of the components noted below. Each component identifies a specific company requirement or responsibility relative to the reporting of statistics to CAR and is intended to assure that CAR receives accurate statistical data on a timely basis. This Section also describes the special edits or methods used by CAR to verify the quality of reported statistical data.

**1. STATISTICAL SUBMISSIONS**

Companies are responsible for assuring that all of the data for a particular accounting month is received at CAR on or before the submission due date, and that the data is in processable and statistically acceptable condition. For those companies affiliated with a group, data must be reported at the individual company number level, rather than at the group level, as described in Part II – General Rules of the Plan. If any portion of the submission does not meet these requirements, Statistical Data Quality Penalties will be assessed. The key date to be used for determining penalty amounts will be the date upon which the last portion of the particular accounting month's shipment is received at CAR in processable and statistically acceptable condition. Refer to Section B - Statistical Data Quality Penalties of the Statistical Data Quality Program for specific penalty information.

In order to assure that a company's submission of data for a particular accounting month is complete, all premium and paid loss data for each accounting month must be submitted to CAR in a single mailing. However, it is acceptable for quarterly outstanding loss data to be submitted separately.

If a company is not able to consolidate their shipments for mailing to CAR, a request for waiver from this requirement must be filed with CAR. If CAR grants a waiver to this requirement, it is necessary for the company to continue to submit their data shipments to CAR in the same manner for each subsequent accounting month.

Companies may request the ability to report a supplemental submission to CAR after their original shipment for the accounting month has been submitted. Such supplemental submissions will not be accepted unless CAR has agreed in advance to accept the shipment. If CAR agrees to accept the supplemental submission, but it is not received by CAR until after the shipment due date, the shipment will be subject to applicable Statistical Data Quality Penalties in the same manner as other statistical submissions. Refer to Section B - Statistical Data Quality Penalties of the Statistical Data Quality Program for specific penalty information.

**a. Compliance For Newly Reporting Companies**

If a company or company group exceeds the established commercial reporting thresholds of \$50,000 in written premiums or \$25,000 in paid losses, as identified through the Annual Statement Reconciliation Process, statistical reporting to CAR must commence. Although the determination of whether a company exceeds the established thresholds is based upon the writings of an affiliated company group, statistical data must be reported to CAR on an individual company basis. Companies identified as exceeding the reporting thresholds will be required to report detailed statistical data no later than the December shipment of the second following year.

★ Example: The calendar year 2009 Statutory Page 14 for Massachusetts indicates that a company has exceeded the reporting thresholds. This company will be instructed to begin reporting to CAR no later than the December 2011 submission.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A - Statistical Data Quality Components**

**1. STATISTICAL SUBMISSIONS (Continued)**

**b. Low Volume Company**

★ A company or company group that has written less than \$500,000 in premium and \$500,000 in paid losses for reportable coverages during the prior calendar year based on the information contained on its Statutory Page 14 for Massachusetts is referred to as a low volume company. A low volume company may request the option of reporting data to CAR on a quarterly, rather than monthly, basis.

**c. Due Date**

The due date is generally the first CAR business day 45 days after the close of each accounting month. CAR will notify the industry on a yearly basis of the specific submission due dates that will be in effect for the upcoming calendar year via the Call Schedule, which is issued as an Accounting and Statistical Notice. All premium, paid loss and outstanding loss submissions for a particular accounting month must be received in processable and statistically acceptable condition at the offices of CAR by the close of business on the established due date.

**d. Turnaround Time Commitment**

CAR provides companies with a turnaround time commitment relative to the receipt and processing of monthly submissions. The turnaround time commitment guarantees that all shipments received at CAR prior to the first business day of each month will be processed such that the company will be notified of any reporting problems or rejections no later than the fifth business day of that calendar month. In addition, if required by the company, these rejected tapes will be sent back to the company via Federal Express, no later than the fifth business day of the month, for the receipt by the company no later than the sixth business day of the month. The turnaround time commitment is subject to modification by CAR's Operations Committee.

If the established turnaround time commitment cannot be met by CAR, and as a result, a company's shipment is rejected and cannot be resubmitted by the shipment due date, the key dates used to calculate Statistical Data Quality Penalties for the affected shipments would be adjusted accordingly. However, the cut-off dates for monthly accounting/statistical shipments to be included in CAR's processing cycles would not be adjusted. For those companies that are financially impacted due to the exclusion of their monthly accounting/statistical shipment from a processing cycle because CAR did not meet its turnaround time commitment, CAR will reimburse the company for loss of investment income or provide another appropriate financial remedy.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A - Statistical Data Quality Components**

**1. STATISTICAL SUBMISSIONS (Continued)**

**e. Acceptable Shipments**

For a shipment to be accepted by CAR, it must be received in processable condition as specified in the Accounting/Statistical Submission Reporting Instructions contained in the CAR Statistical Edit Package. In addition, the shipment must be in balance with its corresponding statistical and accounting summary control totals, and in statistically acceptable condition such that its statistical error content must be less than 15% of the shipment or less than 100 records. Note that the statistical error criteria will apply separately for premiums, paid losses, and outstanding losses, and on a subline basis. Additionally, for those companies affiliated with a group, statistical data must be reported at the individual company number level or the shipment will be considered incomplete and unacceptable.

★ A record is considered to be a statistical error record when it has one or more statistical errors. A record is considered to be a verification only error record when it has no statistical errors, but has one or more verification errors. Refer to CAR's Statistical Edit Package for a description of these errors. Verification errors are not included in the determination of error percentages or error record counts. The statistical error criteria will be waived for a particular shipment if the company confirms in writing to CAR that the shipment's error content exceeds the 15% tolerance because the submission contains offsets for previously reported error records, and consequently these offsets have caused the error percentage to exceed 15%.

Companies that have not reported complete and acceptable shipments to CAR by the shipment due date will be subject to Statistical Data Quality Penalties. Note that penalties are based on the receipt date at CAR of the last acceptable portion of the particular accounting month's shipment, and will therefore be the same if one portion of the shipment or the entire shipment is late or unacceptable. In addition, note that shipments received on weekends or holidays will be assigned the receipt date of the next CAR business day following the weekend or holiday. Refer to Section B - Statistical Data Quality Penalties Section of the Statistical Data Quality Program for specific penalty information.

**f. Limits In Excess (LEX) Records**

Any record with an extremely high exposure, premium dollar amount, or loss dollar amount (according to the following chart) will be identified for CAR Staff to review. Note that for the premium dollar tolerances, bodily injury and property damage premium amounts are checked separately for liability records and collision and other than collision premium amounts are checked separately for physical damage records. Also, note that the following classes are excluded from the relevant exposure checks: Garages Subject to Compulsory Law (physical damage only), Garages – Premises, Garages Not Subject to Compulsory Law, Non-Owned (Employees, P.P., Motorcycles, Hired), Non-Owned (Minimum Premium, Drive Other Car Coverage, Partnership – Non-Ownership, All Other), Special Rating and Adjustment, and Gross Receipts and Mileage.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A – Statistical Data Quality Components**

**1. STATISTICAL SUBMISSIONS (Continued)**

**f. Limits In Excess (LEX) Records (Continued)**

<b>LEX Tolerance Levels</b>	
<b>Field</b>	<b>Tolerance</b>
Exposure	-10,000 to +10,000 exposures
Premium Dollar Amount	-\$500,000 to +\$500,000
Loss Dollar Amount	-\$1,000,000 to +\$1,000,000

CAR Staff will review records that exceed the established LEX tolerance levels. If it is determined that the records will significantly distort CAR's database, CAR will reject the affected shipments(s) and instruct the company to correct the records and resubmit the data immediately (prior to the shipment due date). Otherwise, CAR will accept the data and instruct the company to offset the records in a future submission.

**2. STATISTICAL ERRORS**

**a. Due Date**



On a weekly basis, CAR updates its On-Line Telecommunications System, provides companies with statistical error files and establishes a due date for the necessary corrections to be completed. The established due date for the completion of on-line corrections is approximately 60 calendar days from the date the listings are available on-line.

**b. Acceptability**



Companies are responsible for assuring that statistical errors are corrected in a timely manner so that the number of uncorrected error records within an error file is reduced to no greater than 5%. Verification errors will be identified separately and will not be included in the determination of error percentages. If the number of error corrections submitted does not reduce the error content within the error file to the 5% tolerance by the due date, the errors will be re-listed on-line with a new due date. The company is required to make additional corrections to the error file until the 5% tolerance has been met.

Companies that are provided with statistical error files for several accounting months at the same time will be provided with additional time to correct these errors as long as the pertinent shipments were received at CAR in a timely and acceptable manner. Such cases will be handled on an individual basis. Taken into consideration will be the reason that several accounting months' files were provided at the same time, the volume of error records and any extenuating circumstances that may affect the timely correction of data.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A - Statistical Data Quality Components**

**2. STATISTICAL ERRORS (Continued)**

**c. Low Volume**



A statistical error file is considered low volume if both the total number of error records contained within the file and the total exposures, premiums or losses in error fall within the ranges indicated below. Statistical error files that meet this criteria will not be considered in an overdue status and will not be required to be corrected to reduce the error content to the 5% tolerance level.

<b>Statistical Error Tolerance Levels</b>		
<b>Commercial</b>	<b>Total Numbers Of Error Records</b>	<b>Total Premium or Loss Dollars In Error</b>
Liability Premiums*	1 to 20	-\$2,500 to +\$2,500 premiums
No-Fault Premiums	1 to 20	-\$2,000 to +\$2,000 premiums
Physical Damage Premiums*	1 to 20	-\$2,000 to +\$2,000 premiums
Liability Losses	1 to 15	-\$5,000 to +\$5,000 losses
No-Fault Losses	1 to 15	-\$2,000 to +\$2,000 losses
Physical Damage Losses	1 to 15	-\$2,000 to +\$2,000 losses

\* Commercial liability and physical damage tolerance levels are applied by coverage. That is, commercial liability bodily injury and property damage premiums, and physical damage other than collision and collision premiums in error must individually be within the indicated ranges.

**3. RATE EDIT**

CAR will edit ceded commercial premium data for the latest two policy effective years to assure that it has been rated properly. Only data that has successfully passed CAR's statistical edits will be rate edited, and companies will be notified by CAR of the rate edit results of their data.

**a. Tolerance**

Companies are responsible for assuring that their cumulative percentage of rate errors, for each line of business and policy effective year, remains below the established rate edit error tolerance of 2%. Once a company exceeds the rate edit error tolerance, and provided that there is a minimum of fifty error records per line of business, the company will be provided with six accounting months from the error listing cycle in which the tolerance was exceeded to reduce their cumulative rate edit error percentage, for that line of business and policy effective year, to within the established tolerance. In order to correct rate edit errors, companies are required to submit offset and re-enter adjustment records. Refer to the General Rules and Section A – Premiums of the General Reporting Requirements Sections of this Plan for information on reporting adjustment records.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A - Statistical Data Quality Components**

**3. RATE EDIT (Continued)**

**b. Appeal Process For Exceeding Established Tolerance**

Companies with errors in excess of the established tolerance may appeal to CAR for a reduction of the Statistical Data Quality Penalty if it can be clearly demonstrated that the rate error condition does not impact the ratemaking database. The granting of an appeal will be allowed for one policy year only, and companies will be required to correct their reporting systems for the next reporting year in order to prevent the assessment of rate edit penalties in the subsequent reporting year.

**4. MASSACHUSETTS ANNUAL STATEMENT**

For each calendar year, all companies licensed to write automobile insurance in Massachusetts are required to submit an electronic copy of their NAIC Annual Statement filings to CAR by approximately March 15th of the following year. CAR also requires that companies submit a hard copy of their Annual Statement. For each of the other three calendar quarters, CAR collects Statutory Page 14 data for Massachusetts from companies. Note that for all quarters, Annual Statement data must be submitted for each individual company within a group via CAR's on-line Annual Statement Reconciliation System. CAR will inform the industry on an annual basis, via the Annual Call Schedule, of the exact quarterly and final Annual Statement due dates on a calendar year basis.

On a quarterly basis, CAR reconciles each company's Massachusetts Annual Statement data to the statistical data reported by the company through the particular quarter. The reconciliation is performed at the individual company level, not on a group company basis. The reconciliation is performed each quarter in an effort to identify, as soon as possible, reporting problems that may impact the quality of CAR's statistical database. Companies are provided with the results of their reconciliation. If it is determined that a company's statistically reported totals for a given quarter and their quarterly Annual Statement totals vary by more than 5% for any premium or loss line of business, CAR requests that the company provide a satisfactory written response explaining the difference(s). Additionally, if the difference is due to missing statistical data, then the company will be expected to provide an action plan that details when the missing data will be reported to CAR and how the situation that created the missing data will be rectified. Company responses must be provided to CAR within thirty (30) calendar days from the date that the reconciliation results were initially provided to the company.

**★ 5. DISTRIBUTIONAL ANALYSIS PROGRAM**

The Distributional Analysis Program is run on a semi-annual basis. Various reports are made available to companies on CAR's website which focus on the reporting of critical data elements used in a number of different processes such as quota share and ratemaking. Those data elements are used in comparing a company's distribution of statistically reported data to like distributions of industry-wide data. The edits are designed to determine whether significant variances are due to a company's unique book of business or reflective of a systemic reporting problem.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section A - Statistical Data Quality Components**

★ 5. **DISTRIBUTIONAL ANALYSIS PROGRAM (Continued)**

**a. Due Date**

Twice per year following the processing of the June and December monthly accounting/statistical shipments, CAR runs its Distributional Analysis program, posts results to its website for company review, and establishes a due date for the input of company explanations of any identified over tolerance conditions. The established due date for the entry of company explanations is approximately 60 calendar days from the date the Distributional Analysis reports are available.

**b. Acceptability**

In those instances where CAR identifies a potential reporting issue, it will formally notify those companies identified as having the potential reporting issue and provide a specific due date for the reporting issue to be resolved. In those instances where a company identifies a reporting issue, as a result of an over tolerance condition, the company should provide an action plan for fixing those issues going forward within a one year time period.



**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section B - Statistical Data Quality Penalties**

In order to encourage companies to report complete and accurate statistical data on a timely basis, CAR has established the Statistical Data Quality Penalties described below. The Statistical Data Quality Program only establishes those penalties that will apply for statistical purposes. Additional penalties may result due to accounting errors on ceded data, and these penalty provisions are contained in the CAR Manual of Administrative Procedures.

Mandated legislative changes and other contingencies that would delay the reporting or processing of data or require substantial operational changes will be reviewed as to their impact on the Statistical Data Quality Program. If sufficient lead time is not available to the companies to submit any of the required reportings to CAR, the Operations Committee will consider the potential need for temporary revisions or suspensions to the provisions of the Statistical Data Quality Program and its associated penalties.

**1. STATISTICAL SUBMISSIONS**

This section details the Statistical Data Quality Penalty amounts assessed for late or unreported statistical submissions.

**a. Compliance For Newly Reporting Companies**

★ Companies that have not complied with reporting statistical submissions to CAR, after being identified as exceeding the established commercial reporting thresholds of written premiums and/or paid losses, will be assessed a \$12,500 Statistical Data Quality Penalty the first calendar year. If non-compliance continues, a \$30,000 penalty will be assessed after the second calendar year, and a \$60,000 penalty will be assessed each calendar year thereafter until statistical data reporting begins. Although the determination of whether a company exceeds the established thresholds is based upon the writing of the entire group, this penalty will be assessed on an individual company basis. It will be applied to each company within the identified group, regardless of whether the company on an individual basis has exceeded the reporting thresholds. In addition, the Division of Insurance will be notified of the company's non-compliance.

Example: The calendar year 2009 Statutory Page 14 for Massachusetts indicates that a company has exceeded the reporting thresholds. The company must begin reporting to CAR no later than the December 2011 submission. If a submission is not reported to CAR on or before this deadline, the company will be assessed a \$12,500 Statistical Data Quality Penalty. If the company again fails to report by the December 2012 submission, the company will be assessed a \$30,000 penalty. If the company fails to report by December 2013 submission, the company will be assessed a \$60,000 penalty, and the Division of Insurance will be notified of the company's non-compliance.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section B - Statistical Data Quality Penalties**

**1. STATISTICAL SUBMISSION (Continued)**

**b. Low Volume Company**

★ Low volume companies have a maximum penalty amount of \$1,500 for any one submission. Accordingly, companies reporting on a quarterly basis will never be assessed more than \$6,000 in a calendar year, and companies reporting on a monthly basis will never be assessed more than \$18,000 in a calendar year.

**c. Late And Unacceptable Shipments**

★ The Statistical Data Quality Penalty amounts accumulate based on the receipt date of the shipment. Statistical Data Quality penalty amounts accrue up to \$3,000 for a particular range of shipment receipt dates as shown in the chart below. An additional \$3,000 penalty is incurred for each additional calendar month that passes until the shipment is received. Since each company that is affiliated with a group is required to report their statistical data on an individual company basis, these penalties are also assessed on an individual company basis. For the shipment in the example below, a penalty of 3,000/month would be added to the \$3,000 amount previously accrued on the shipment since the displayed receipt date had passed.

Receipt Date at CAR of Last Acceptable Portion	Penalty Amount
After the shipment due date, but before the end of the month in which the shipment due date occurs	\$ 500
After the end of the month in which the shipment due date occurs, but on or before the due date of the next month's shipment	\$ 1,250
After the due date of the next accounting month's shipment, but before the end of the month in which this due date occurs	\$ 3,000
Each additional calendar month	\$3,000/month

<b>Example: January Monthly Accounting Shipment Due 3/15</b>		
Receipt Date of Shipment	Calculation of Penalty	Penalty Dollars
3/16 – 3/31	\$ 500	\$ 500
4/1 – 4/15	\$ 1,250	\$ 1,250
4/16 – 4/30	\$ 3,000	\$ 3,000
5/1	\$3,000 + \$ 3,000	\$ 6,000
6/1	\$ 6,000 + \$ 3,000	\$ 9,000

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section B - Statistical Data Quality Penalties**

**2. STATISTICAL ERRORS**

This section details the Statistical Data Quality Penalty amounts that companies will be assessed if an insufficient volume of statistical error corrections are applied.

Statistical Error Files Meeting the Following Criteria	Penalty Amount
The initial due date has expired and the error percentage has not been reduced to less than or equal to 5%	\$ 150
The error file has been re-listed, the second due date has expired, and the error percentage has not been reduced to less than or equal to 5%	\$ 600
Each additional re-listing with error percentages not less than or equal to 5%	\$1,250



Example: Statistical Error Percentage Not Reduced To Less Than or Equal to 5%: Error Corrections Due 4/30		
Due Date	Calculation of Penalty	Penalty Dollars
4/30	\$150	\$ 150
6/30	\$ 600	\$ 600
8/30	\$ 1,250	\$ 1,250
10/30	\$ 1,250 + \$ 1,250	\$ 2,500



**3. RATE EDIT**

This section details the Statistical Data Quality Penalties assessed for Rate Edit errors.

**a. Error Penalties**

Any company that does not reduce their error percentage to no greater than established rate edit tolerance within the six month timeframe will be assessed a Statistical Data Quality Penalty of \$3,000. Additionally, a penalty of \$3,000 per month will be assessed for each subsequent month that the error percentage remains uncorrected and a company remains over the rate edit tolerance.



**b. Penalty Reduction**

A penalty reduction will be granted only if it can be verified that the reported premiums and exposures are correct on a policy or summary level and are not in violation of the Massachusetts Commercial Statistical Plan. A penalty of \$3,000 will be assessed. However, the \$3,000 per month penalty for each subsequent month will not be assessed in this situation.



**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section B - Statistical Data Quality Penalties**

**4. MASSACHUSETTS ANNUAL STATEMENT AND QUARTERLY STATUTORY PAGE 14 FOR MASSACHUSETTS**

A Statistical Data Quality Penalty of \$100 per CAR business day will be assessed for the late submission of Fourth Quarter NAIC Annual Statement filings and corresponding copy of the Massachusetts Annual Statement. Also, a Statistical Data Quality Penalty of \$100 per CAR business day will be assessed for a late Fourth Quarter Massachusetts Annual Statement Reconciliation response until CAR receives the response.

A Statistical Data Quality Penalty of \$100 per CAR business day will be assessed for the late submission of quarterly Statutory Page 14 data for Massachusetts. Also, a Statistical Data Quality Penalty of \$100 per CAR business day will be assessed for a late response to the reconciliation of the quarterly Statutory Page 14 for Massachusetts until CAR receives the response.

Since each company that is affiliated with a group is required to report its statistical data on an individual company number level and is required to report separate Massachusetts Annual Statement data and quarterly Statutory Page 14 for Massachusetts data, the Annual Statement penalties will also be assessed on an individual company basis.

**★ 5. DISTRIBUTIONAL ANALYSIS PROGRAM**

This section details the Statistical Data Quality Penalty amounts that companies will be assessed if a company does not respond to an over tolerance condition by the established due date and/or does not correct its statistical reporting issue, on a going forward basis, within one year of having been identified. Since each company that is affiliated with a group is required to provide a response on an individual company level, the penalties are also assessed on an individual company basis. Furthermore, the penalty is also assessed separately for premium and loss reporting.

<b>Distributional Analysis Reports Meeting the Following Criteria</b>	<b>Penalty Amount</b>
The initial due date has expired and the company has not responded to at least 75% of the cited over tolerance conditions	\$150
The company was notified of its missing explanation, the second due date has expired (60 days after the first due date), and the company has not responded to at least 75% of the cited over tolerance conditions	\$150
The one year due date for resolving an identified reporting issue has passed and the issue is not yet resolved	\$3,000
Each additional calendar month that the reporting issue is not resolved.	\$3,000

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VII - Statistical Data Quality Program**

**Section B - Statistical Data Quality Penalties**

★ 5. **DISTRIBUTIONAL ANALYSIS PROGRAM (Continued)**

<b>Example: June release of Distributional Analysis Reports approximately September 1</b>		
<b>Due Date For Response</b>	<b>Calculation of Penalty</b>	<b>Penalty Dollars</b>
11/1	\$150	\$150
1/1	\$300	\$300

<b>Due Date For Resolved Reporting Issue</b>	<b>Calculation of Penalty</b>	<b>Penalty Dollars</b>
June Monthly Submission of following year: approx. 8/15	\$3,000	\$3,000
July Monthly Submission of following year: approx. 9/15	\$3,000 + \$3,000	\$6,000
August Monthly Submission of following year: approx. 10/15	\$3,000 + \$3,000 + \$3,000	\$9,000

6. **DISPUTED PENALTY FEES**

CAR shall maintain its own records for the purpose of determining whether or not a company has submitted all required data. In case of a disagreement regarding whether a company is delinquent in submitting data, the records of CAR shall become the deciding factor. Statistical Data Quality Penalties may be appealed to CAR's Operations Committee. However, it is necessary for the company to pay the penalty amount before such an appeal can be considered. Any company aggrieved by the findings of the Operations Committee may appeal the decision to CAR's Governing Committee. All decisions of the Governing Committee shall be final.

**Massachusetts Commercial Automobile  
Statistical Plan  
Part VIII – Record Layouts**

**COMMERCIAL RECORD LAYOUT MODIFICATION KEY**

The Commercial Record Layout Modification Key should be used in conjunction with the Commercial Record Layouts contained on the following pages. The key identifies those fields to which modifications were made in prior policy years. For example, the field may have been reported in an alternate field position, or the field was added to or eliminated from the Commercial Record Layout. For reporting instructions for prior effective years, refer to the Massachusetts Commercial Automobile Statistical Plan in effect for the specific year (which can be found on CAR's website ([www.commauto.com](http://www.commauto.com))).

No.	Valid Policy Effective Date(s)	Field	Subline Codes	Reporting Position
①	1989 through 1995	Intensified Appraisal Code	618 Losses	47
②	1991 and subsequent	Producer Code	All	61 - 66
③	10/1/1992 and subsequent Optional 3/1/1992–9/30/1992	Pollution Liability Broadened Coverage Code	611	48
④	1995 and prior	Age Code	618	44
		Symbol Code (Motorcycle Value*)	618	44 - 46
⑤	1995 and subsequent	Zip Code	All	72 - 80
		Vehicle Identification Number	All	131 - 147
⑥	1996 and subsequent	Symbol Code (Motorcycle Value*)	618	45 - 46
		Age Code	611,615,618	52
⑦	1998 and subsequent	Aggregate Limits Identifier Code	611	53
⑧	2002 and prior	Class Group Code	All	54
	2003 and subsequent	Reserved for Future Use		
⑨	2002 and prior	Claim Count	All Losses	90
	2003 and subsequent	Reserved for Future Use		
⑩	7/1/2003 and subsequent Optional 1/1/2003-6/30/2003	Terrorism Coverage Code	All Premium	60
⑪	2012 and subsequent Optional 7/1/2011-12/31/2011	Original Cost New Code	618	56 - 58

★

\* For Policy Effective Years 1995 and prior, Motorcycle Value was a three position code that was reported within the Age Code and Symbol Code fields. For Policy Effective Years 1996 and subsequent, Motorcycle Value is a two a position code, reported within the Symbol Code field now located in positions 45-46.

# Massachusetts Commercial Automobile Statistical Plan Part VIII – Record Layouts

## LIABILITY PREMIUM

1	COMPANY OR GROUP NUMBER CODE	
2		
3		
4	TRANSACTION TYPE CODE	
5		
6	ACCOUNTING	Month
7	DATE	Year
8	POLICY EFFECTIVE DATE	Month
9		Year
10		Year
11	TRANSACTION	Month
12	EFFECTIVE	Year
13	DATE	Year
14	POLICY	Month
15	EXPIRATION	Year
16	DATE	Year
17	STATE CODE	
18		
19	PREMIUM TOWN CODE	
20		
21		
22	CAR IDENTIFICATION CODE	
23	TYPE OF RISK CODE	
24	ANNUAL STATEMENT LINE OF BUSINESS CODE	
25		
26		
27	SUBLINE CODE	
28		
29		
30	CLASSIFICATION CODE	
31		
32		
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34		
35		
36	LIMITS IDENTIFIER CODE	
37	BODILY INJURY LIMITS CODE	
38		
39	PROPERTY DAMAGE LIMIT CODE	
40		
41	MEDICAL PAYMENTS LIMIT CODE	
42		
43	UNINSURED MOTORIST LIMITS CODE	
44		
45	UNDERINSURED MOTORIST LIMITS CODE	
46		
47	Reserved for Future Use	
48	POLLUTION LIAB. COV. CODE ③	
49	ZONE RATING CODE	
50		

51	ZONE RATING CODE (Continued)
52	AGE CODE ⑥
53	AGGREGATE LIMITS ID. CODE ⑦
54	Reserved for Future Use ⑧
55	
56	PASSIVE RESTRAINT DISC. CODE
57	Reserved for Future Use
58	
59	RATING IDENTIFICATION CODE
60	★ Terrorism Coverage Code ⑩
61	PRODUCER CODE ②
62	
63	
64	
65	
66	Reserved for Future Use
67	
68	
69	
70	
71	ZIP CODE ⑤
72	
73	
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78	EXPOSURE
79	
80	
81	
82	
83	EXPERIENCE RATING MODIFICATION FACTOR CODE
84	
85	
86	ALL OTHER RATING MODIFICATION FACTOR CODE
87	
88	
89	Reserved for Future Use
90	
91	BODILY INJURY PREMIUM
92	
93	
94	
95	
96	Reserved for Future Use
97	
98	
99	
100	

101	BODILY INJURY PREMIUM (Continued)
102	
103	
104	PROPERTY DAMAGE PREMIUM
105	
106	
107	
108	
109	
110	Reserved for Future Use
111	
112	
113	
114	POLICY IDENTIFICATION NUMBER
115	
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121	
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123	
124	VEHICLE IDENTIFICATION NUMBER ⑤
125	
126	
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134	COMPANY USE
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Refer to the Commercial Record Layout Modification Key on the first page of this Section for further information on prior modifications to the noted fields.

# Massachusetts Commercial Automobile Statistical Plan Part VIII – Record Layouts

## LIABILITY LOSS

1	COMPANY OR GROUP NUMBER CODE			
2				
3				
4	TRANSACTION TYPE CODE			
5				
6	ACCOUNTING	Month		
7	DATE	Year		
8	POLICY	Month		
9	EFFECTIVE	Year		
10	DATE	Year		
11				
12	ACCIDENT DATE			
13			Day	
14			Day	
15			Year	
16	Reserved for Future Use			
17	STATE CODE			
18				
19	PREMIUM TOWN CODE			
20				
21				
22	CAR IDENTIFICATION CODE			
23	TYPE OF RISK CODE			
24	ANNUAL STATEMENT LINE OF BUSINESS CODE			
25				
26				
27	SUBLINE CODE			
28				
29				
30	CLASSIFICATION CODE			
31				
32				
33				
34				
35				
36	LIMITS IDENTIFIER CODE			
37	LIABILITY LIMITS CODE			
38				
39	Reserved for Future Use			
40	ACCIDENT TOWN CODE			
41				
42				
43				
44				
45			Reserved for Future Use	
46				
47				
48	POLLUTION LIAB. COV. CODE ③			
49	ZONE RATING CODE			
50				

51	ZONE RATING CODE (Continued)		
52	AGE CODE	⑥	
53	AGGREGATE LIMITS ID. CODE ⑦		
54	Reserved for Future Use ⑧		
55	PARTIAL/TOTAL LOSS INDICATOR		
56	PASSIVE RESTRAINT DISC. CODE		
57	Reserved for Future Use		
58			
59	RATING IDENTIFICATION CODE		
60	Reserved For Future Use		
61	PRODUCER CODE  ②		
62			
63			
64			
65			
66	Reserved for Future Use		
67			
68			
69			
70			
71			
72	ZIP CODE  ⑤		
73			
74			
75			
76			
77			
78			
79			
80			
81	Reserved for Future Use		
82	REPORTING DATE		
83			Month
84			Year
85	Reserved for Future Use		
86			
87	TYPE OF LOSS CODE		
88			
89	Reserved for Future Use ⑨		
90			
91	LOSS AMOUNT		
92			
93			
94			
95			
96			
97			
98			
99	CLAIM IDENTIFICATION NUMBER		
100			

101	CLAIM IDENTIFICATION NUMBER (Continued)	
102		
103		
104		
105		
106		
107		
108		
109		
110		
111	POLICY IDENTIFICATION NUMBER	
112		
113		
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118		
119		
120		
121	VEHICLE IDENTIFICATION NUMBER  ⑤	
122		
123		
124		
125		
126		
127		
128		
129		
130		
131	COMPANY USE	
132		
133		
134		
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Refer to the Commercial Record Layout Modification Key on the first page of this Section for further information on prior modifications to the noted fields.



# Massachusetts Commercial Automobile Statistical Plan Part VIII – Record Layouts

## NO-FAULT PREMIUM

1	COMPANY OR GROUP NUMBER CODE	
2		
3		
4	TRANSACTION TYPE CODE	
5		
6	ACCOUNTING DATE	Month
7		Year
8	POLICY EFFECTIVE DATE	Month
9		Year
10		Year
11	TRANSACTION EFFECTIVE DATE	Month
12		Year
13		Year
14	POLICY EXPIRATION DATE	Month
15		Year
16		Year
17	STATE CODE	
18	PREMIUM TOWN CODE	
19		
20		
21	CAR IDENTIFICATION CODE	
22	TYPE OF RISK CODE	
23	ANNUAL STATEMENT LINE OF BUSINESS CODE	
24		
25	SUBLINE CODE	
26		
27		
28		
29	CLASSIFICATION CODE	
30		
31		
32		
33		
34		
35	Reserved for Future Use	
36	PIP COVERAGE CODE	
37	Reserved for Future Use	
38		
39		
40		
41		
42		
43		
44		
45		
46		
47	ZONE RATING CODE	
48		
49		
50		

51	ZONE RATING CODE (Continued)	
52	AGE CODE ⑥	
53	Reserved for Future Use ⑧	
54		
55		
56	PASSIVE RESTRAINT DISC. CODE	
57	Reserved for Future Use	
58	RATING IDENTIFICATION CODE	
59		
60	★ Terrorism Coverage Code ⑩	
61	PRODUCER CODE ②	
62		
63		
64		
65		
66		
67	Reserved for Future Use	
68		
69		
70		
71	ZIP CODE ⑤	
72		
73		
74		
75		
76		
77		
78		
79	EXPOSURE	
80		
81		
82		
83		
84		
85	EXPERIENCE RATING MODIFICATION FACTOR CODE	
86	ALL OTHER RATING MODIFICATION FACTOR CODE	
87		
88		
89	Reserved for Future Use	
90	PIP (NO-FAULT) PREMIUM	
91		
92		
93		
94		
95		
96		
97		
98		
99		
100		

101	PIP (NO-FAULT) PREMIUM (Continued)	
102		
103	Reserved for Future Use	
104		
105		
106		
107		
108		
109		
110		
111		
112		
113		
114		
115		
116		
117		
118		
119		
120		
121	VEHICLE IDENTIFICATION NUMBER ⑤	
122		
123		
124		
125		
126		
127		
128		
129		
130		
131	COMPANY USE	
132		
133		
134		
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Refer to the Private Passenger Record Layout Modification Key on the first page of this Section for further information on prior modifications to the noted fields.

# Massachusetts Commercial Automobile Statistical Plan Part VIII – Record Layouts

## NO-FAULT LOSS

1	COMPANY OR GROUP NUMBER CODE	
2		
3		
4	TRANSACTION TYPE ODE	
5		
6	ACCOUNTING	Month
7	DATE	Year
8	POLICY	Month
9	EFFECTIVE	Year
10	DATE	Year
11	ACCIDENT DATE	Month
12		Day
13		Day
14		Year
15	Year	Year
16	Reserved for Future Use	
17	STATE CODE	
18	PREMIUM TOWN CODE	
19		
20		
21		
22	CAR IDENTIFICATION CODE	
23	TYPE OF RISK CODE	
24	ANNUAL STATEMENT LINE OF BUSINESS CODE	
25		
26		
27	SUBLINE CODE	
28	CLASSIFICATION CODE	
29		
30		
31		
32		
33		
34		
35		
36	Reserved for Future Use	
37	PIP COVERAGE CODE	
38	Reserved for Future Use	
39	ACCIDENT TOWN CODE	
40		
41		
42		
43	Reserved for Future Use	
44		
45		
46		
47		
48		
49	ZONE RATING CODE	
50		

51	ZONE RATING CODE (Continued)
52	AGE CODE ⑥
53	Reserved for Future Use ⑧
54	
55	
56	PASSIVE RESTRAINT DISC. CODE
57	Reserved for Future Use
58	
59	RATING IDENTIFICATION CODE
60	Reserved for Future Use
61	PRODUCER CODE ②
62	
63	
64	
65	
66	Reserved for Future Use
67	
68	
69	
70	
71	
72	ZIP CODE ⑤
73	
74	
75	
76	
77	
78	
79	
80	Reserved for Future Use
81	
82	
83	
84	
85	
86	TYPE OF LOSS CODE
87	
88	Reserved for Future Use ⑨
89	
90	
91	LOSS AMOUNT
92	
93	
94	
95	
96	
97	
98	
99	CLAIM IDENTIFICATION NUMBER
100	

101	CLAIM IDENTIFICATION NUMBER (Continued)
102	
103	
104	
105	
106	
107	
108	
109	
110	
111	POLICY IDENTIFICATION NUMBER
112	
113	
114	
115	
116	
117	
118	
119	
120	
121	VEHICLE IDENTIFICATION NUMBER ⑤
122	
123	
124	
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126	
127	
128	
129	
130	
131	COMPANY USE
132	
133	
134	
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Refer to the Commercial Record Layout Modification Key on the first page of this Section for further information on prior modifications to the noted fields.

# Massachusetts Commercial Automobile Statistical Plan Part VIII – Record Layouts

## PHYSICAL DAMAGE PREMIUM

1	COMPANY OR GROUP NUMBER CODE	51	ZONE RATING CODE (Continued)	101	OTHER THAN COLLISION PREMIUM (Continued)
2		52	AGE CODE ⑥	102	
3		53	ANTI-THEFT DEVICE DISC. CODE	103	
4	TRANSACTION TYPE CODE	54	Reserved for Future Use ⑧	104	COLLISION PREMIUM
5	ACCOUNTING DATE	55	★ ORIGINAL COST NEW CODE ⑪	105	
6		56		57	
7	POLICY EFFECTIVE DATE	58	RATING IDENTIFICATION CODE	107	
8		59	TERRORISM COV. CODE ⑩	108	
9	TRANSACTION EFFECTIVE DATE	60	PRODUCER CODE  ②	109	
10		61		110	
11	62	Reserved for Future Use		111	
12	63			112	
13	64			113	
14	65			POLICY IDENTIFICATION NUMBER	114
15	66				115
16	67				116
17	68				117
18	69				118
19	70		119		
20	71		120		
21	72	121			
22	73	122			
23	74	EXPOSURE	123		
24	75		124		
25	76		125		
26	77		126		
27	78		127		
28	79		128		
29	80		129		
30	81		130		
31	82		VEHICLE IDENTIFICATION NUMBER  ⑤	131	
32	83			132	
33	84	133			
34	85	134			
35	86	135			
36	87	136			
37	88	137			
38	89	138			
39	90	139			
40	91	140			
41	92	141			
42	93	142			
43	94	143			
44	95	144			
45	96	145			
46	97	146			
47	98	147			
48	99	148			
49	100	149			
50		150	COMPANY USE		

Refer to the Commercial Record Layout Modification Key on the first page of this Section for further information on prior modifications to the noted fields.

# Massachusetts Commercial Automobile Statistical Plan Part VIII – Record Layouts

## PHYSICAL DAMAGE LOSS

1	COMPANY OR GROUP NUMBER CODE	
2		
3		
4	TRANSACTION TYPE CODE	
5		
6	ACCOUNTING	Month
7	DATE	Year
8	POLICY	Month
9	EFFECTIVE	Year
10	DATE	Year
11	ACCIDENT DATE	Month
12		Day
13		Day
14		Year
15	Year	Year
16	Reserved for Future Use	
17	STATE CODE	
18		
19	PREMIUM TOWN	
20	CODE	
21		
22	CAR IDENTIFICATION CODE	
23	TYPE OF RISK CODE	
24	ANNUAL STATEMENT	
25	LINE OF BUSINESS CODE	
26		
27	SUBLINE CODE	
28		
29		
30		
31	CLASSIFICATION	
32	CODE	
33		
34		
35		
36	Reserved for Future Use	
37	COVERAGE CODE	
38		
39		
40	ACCIDENT TOWN	
41	CODE	
42		
43	Reserved for Future Use ④	
44		
45	SYMBOL CODE ④ ⑥	
46		
47	INTENSIFIED APPRAISAL ID CODE ①	
48	Reserved for Future Use	
49	ZONE RATING CODE	
50		

51	ZONE RATING CODE (Continued)	
52	AGE CODE ⑥	
53	ANTI-THEFT DEVICE DISC. CODE	
54	Reserved for Future Use ⑧	
55	PARTIAL/TOTAL LOSS INDICATOR	
56	★	
57	ORIGINAL COST NEW CODE ⑪	
58		
59	RATING IDENTIFICATION CODE	
60	Reserved for Future Use	
61	PRODUCER CODE	
62		
63		
64		
65		
66		
67		
68	Reserved for Future Use	
69		
70		
71		
72	ZIP CODE	
73		
74		
75		
76		
77		
78		
79		
80	Reserved for Future Use	
81		
82		
83		
84	CATASTROPHE CODE	
85		
86		
87	TYPE OF LOSS CODE	
88	Reserved for Future Use ⑨	
89		
90		
91	LOSS AMOUNT	
92		
93		
94		
95		
96		
97		
98		
99		CLAIM IDENTIFICATION
100		NUMBER

101	CLAIM IDENTIFICATION NUMBER (Continued)
102	
103	
104	
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109	
110	
111	POLICY IDENTIFICATION NUMBER
112	
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120	
121	VEHICLE IDENTIFICATION NUMBER
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131	COMPANY USE
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Refer to the Commercial Record Layout Modification Key on the first page of this Section for further information on prior modifications to the noted fields.

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## **V**

Vehicle Identification Number, IV:6, IV:11,  
IV:17, V:7, V:13, V:19, VI:40

Vehicle Value Code, VI:55

VIN. *See* Vehicle Identification Number

## **Z**

ZIP Code, IV:5, IV:10, IV:15, V:5, V:12, V:18,  
VI:33

Zone Rating Code, IV:3, IV:9, IV:14, V:3, V:10,  
V:17, VI:25

<p><b>Massachusetts Commercial Automobile Statistical Plan</b></p> <p><b>Appendix A - Classification and Coverage Code Decision Tables</b></p>
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**TABLES OF REQUIRED COMMERCIAL FIELDS**

The fields identified below are required to be reported on all commercial statistical records and are therefore not listed in the Decision Tables contained on the following pages. For all other fields not noted below, refer to the Classification Code and Coverage Code Decision Tables to determine which fields are required to be reported. For information regarding the exposure reporting basis for each commercial classification code, refer to the Exposure Basis table.

<b>Fields Common to All Records</b>
Accounting Date
Annual Statement Line of Business Code
CAR Identification Code
PIP Coverage Code (No-Fault)
Policy Effective Date
Policy Identification Code
Producer Code
State Code
Subline Code
Transaction Type Code
Type of Risk Code

<b>Fields Common to Premium Records Only</b>
All Other Rating Modification Factor Code
Experience Rating Modification Factor Code
Policy Expiration Date
Premium Amounts
Terrorism Coverage Code
Transaction Effective Date

<b>Fields Common to Loss Records Only</b>
Accident Date
Catastrophe Code (Physical Damage)
Claim Identification Number
Loss Amount
★ Reporting Date (Liability)
Type of Loss Code



# Massachusetts Commercial Automobile Statistical Plan

## Appendix A - Classification and Coverage Code Decision Tables

### CLASSIFICATION CODE DECISION TABLE

Vehicle Type		Accident Town Code	Age Code	Aggregate Limits ID Code	Anti-Theft Device Disc Code	Exposure	Intensified Appraisal ID	Limits Code (Liability)	Limits Identifier Code	Original Cost New Code	Partial/Total Loss Indicator	Passive Restr. Disc. Code	Pollution Liability Cov. Code	Pre-insurance Insp. ID Code	Premium Town Code	Rating Identification Code	Symbol Code (Cost New/Value)	Vehicle Identif. Number	ZIP Code	Zone Rating Code
Trucks, Tractors and Trailers	Zone Rated	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y	Y	Y	N	Y
	Not Zone Rated	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Priv.Pass.Types	Fleet and Non-Fleet	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Public Transportation	Zone Rated	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	N	Y	Y	Y	N	Y
	Not Zone Rated	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N
	Transportation Network Services Use	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
Van Pools	Fleet and Non-Fleet	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N
Special Types	7214,7908,7911,7915,7922	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N
	★ 9620,9630	Y	N	N	N	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	N	Y	Y	N
	7926,7927	Y	Y	N	N	Y	Y	Y	Y	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	N
	0456,0706,0707,7040,7219,7924,7925,7953,7964,9460,*7809,*7811,*7813	Y	N	N	N	Y	N	Y	Y	N	N	N	Y	N	Y	Y	N	N	Y	N
	7213,7216,7934,7939,7965,7906,7907,0452	Y	Y	N	N	Y	N	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N
	7987	N	N	N	N	Y	N	N	N	N	N	N	N	N	Y	Y	N	N	Y	N
Other Spec.Types	Y	Y	N	N	Y	N	Y	Y	Y	Y	N	Y	N	Y	Y	Y	Y	Y	N	
Commercial Motorcycles		Y	Y	N	Y	Y	N	Y	Y	N	Y	N	Y	N	Y	Y	Y	Y	Y	N
Garages*	Subj. to Comp. Law	Y	N	N	N	Y	N	Y	Y	N	N	N	Y	N	Y	Y	N	N	Y	N
	Not Subj (0750)	Y	N	Y	N	Y	N	Y	Y	N	N	N	Y	N	Y	Y	N	N	Y	N
	Not Subj (7070)	Y	N	Y	N	Y	N	Y	Y	N	N	N	Y	N	Y	Y	N	N	Y	N
	Premises (0704,0705)	Y	N	Y	N	Y	N	Y	Y	N	N	N	N	N	Y	Y	N	N	Y	N
Non-Owned Automobiles	6619,7000	N	N	N	N	N	N	Y	Y	N	N	N	Y	N	N	Y	N	N	N	N
	6611,6613,6626,6628,5000	N	N	N	N	Y	N	Y	Y	N	N	N	Y	N	N	Y	N	N	N	N
	9020	N	N	N	N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N
	Other Non-Owned	N	N	N	N	Y	N	Y	Y	N	N	N	N	N	N	Y	N	N	N	N
Special Rating & Adjustment	0599,0898,0899	N	N	N	N	Y	N	Y	Y	N	N	N	Y	N	N	Y	N	N	N	N
	8000,9980,9990	N	N	N	N	N	N	Y	Y	N	N	N	Y	N	N	Y	N	N	N	N
	9981,9982,9985,9987,9989	N	N	N	N	N	N	Y	Y	N	N	N	Y	N	N	Y	N	N	N	N
	9932	N	N	N	N	N	N	N	N	N	N	N	N	N	N	Y	N	N	N	N

\* For all Garage Classifications (including the codes now classified as Special Types), Exposure is not required for physical damage coverages.

# Massachusetts Commercial Automobile Statistical Plan

## Appendix A - Classification and Coverage Code Decision Tables

### COVERAGE CODE DECISION TABLE

- For all shaded areas, refer to the Classification Code Decision Table
- Applicable to Physical Damage records

Other Than Collision															
Coverage Code	Accident Town Code	Age Code	Anti-Theft Device Disc. Code	Classification Code	Exposure	Intensified Appraisal Code	Original Cost New Code	Partial/Total Loss Indicator	Pre-Insurance Insp. ID Code	Premium Town Code	Rating Identification Code	Symbol Code (Cost New/Value)	Vehicle Identification Number	ZIP Code	Zone Rating Code
005,065,105,165,265,365,465,565			N	Y											
060,063		N		Y											
050-054,059	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N
080,081,082	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
083,087	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
084	N	N	N	Y	N	N	N	N	N	N		N	N	N	N
089	N	N	N	Y	N	N	N	N	N	N		N	N	N	N
202-204,211-217		N	N	Y	N	N	N	N	N		Y	N	N		N
All Other OTC Coverages				Y											

Collision															
Coverage Code	Accident Town Code	Age Code	Anti-Theft Device Discount	Classification Code	Exposure	Intensified Appraisal Code	Original Cost New Code	Partial/Total Loss Indicator	Pre-Insurance Insp. ID Code	Premium Town Code	Rating Identification Code	Symbol Code (Cost New/Value)	Vehicle Identification Number	ZIP Code	Zone Rating Code
012-019,040,042-049,072,076-079			N	Y											
090,091,093,094	N	N	N	Y	N	N	N	N	N	N	N	N	N	N	N
041,092,095		N	N	Y											
099	N	N	N	Y	N	N	N	N	N	N		N	N	N	N
311-313,317,477,478		N	N	Y	N	N	N	N	N		Y	N	N		N
411				Y											



**Massachusetts Commercial Automobile  
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Appendix B - Premium and Accident Town Tables**

**PREMIUM TOWN CODE - ACCIDENT TOWN CODE**

**ALPHABETICAL LISTING**

1. Cities and Towns are printed in Capital Letters.
2. Villages, Sections of Cities and Towns, and Local Designations are printed in Small Type with the name of the corresponding City or Town in the adjacent column.
3. Sections of Cities and Towns designated "North", "East", "South" and "West" or with a prefix or suffix that is merely supplemental to the principal name (such as West Newton or Arlington Heights) are not separately listed (see principal designation). In some instances there are two distinct townships, such as Reading and North Reading, in which case both towns are listed.
4. Counties are indicated by code, using the first position of the Town Code as follows:

First Position	County	First Position	County
0	Barnstable	4	Franklin
	Dukes		Hampden
	Nantucket	5	Hampshire
	Plymouth	6	Middlesex
1	Berkshire	7	Norfolk
2	Bristol	8	Suffolk
3	Essex	9	Worcester

5. The City of Boston is divided into sections as follows:

<b>City of Boston</b>		
Definition	ZIP Code	Statistical Code
BOSTON CENTRAL	02108-02111, 02113-02116, 02118, 02133, 02199, 02201, 02203, 02210, 02215, 02222, 02241	821
BRIGHTON	02134, 02135, 02163	822
CHARLESTOWN-EAST BOSTON	02128, 02129	824
DORCHESTER	02122, 02124, 02125, 02126	819
HYDE PARK	02136	818
JAMAICA PLAIN	02130	817
ROSLINDALE	02131	816
ROXBURY	02119, 02120, 02121	820
SOUTH BOSTON	02127	823
WEST ROXBURY	02132	815

6. The appropriate Out of State Town Codes are as follows:

Location	Code
Connecticut	991
Maine	992
New Hampshire	993
New York	994
Rhode Island	995
Vermont	996
★ New Jersey	997
★ Pennsylvania	998
Other	999

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Code No	Village or Local Designation	City or Town Name
<b>A</b>		
010	ABINGTON	ABINGTON
041	Accord	NORWELL
240	Acoaxet	WESTPORT
630	ACTON	ACTON
230	ACUSHNET	ACUSHNET
110	ADAMS	ADAMS
215	Adamsdale	NORTH ATTLEBORO
431	Adamsville	COLRAIN
420	AGAWAM	AGAWAM
170	ALFORD	ALFORD
035	Allerton	HULL
822	Allston	BRIGHTON (Boston)
310	AMESBURY	AMESBURY
510	AMHERST	AMHERST
311	ANDOVER	ANDOVER
314	Annisquam	GLOUCESTER
040	Antassawamock Neck	MATTAPOISETT
610	ARLINGTON	ARLINGTON
333	Asbury Grove	HAMILTON
930	ASHBURNHAM	ASHBURNHAM
670	ASHBY	ASHBY
712	Ashcroft	DEDHAM
470	ASHFIELD	ASHFIELD
631	ASHLAND	ASHLAND
137	Ashley Falls	SHEFFIELD
033	Assinippi	HANOVER
233	Assonet	FREETOWN
910	ATHOL	ATHOL
703	Atlantic	QUINCY
210	ATTLEBORO	ATTLEBORO
215	Attleboro Falls	NORTH ATTLEBORO
931	AUBURN	AUBURN
605	Auburndale	NEWTON
715	Avery	NEEDHAM
730	AVON	AVON
632	AYER	AYER
302	Ayers Village	HAVERHILL
<b>B</b>		
956	Baldwinville	TEMPLETON
311	Ballard Vale	ANDOVER
576	Bancroft	MIDDLEFIELD
900	Barbers	WORCESTER
021	BARNSTABLE	BARNSTABLE
932	BARRE	BARRE
234	Barrowville	NORTON
062	Bass River	YARMOUTH
512	Bay State Village	NORTHAMPTON
322	Beach Bluff	SWAMPSCOTT
803	Beachmont	REVERE
171	BECKET	BECKET
633	BEDFORD	BEDFORD
732	Beechwood	COHASSET
530	BELCHERTOWN	BELCHERTOWN
731	BELLINGHAM	BELLINGHAM
611	BELMONT	BELMONT
231	BERKLEY	BERKLEY
134	Berkshire	LANESBOROUGH

Code No	Village or Local Designation	City or Town Name
933	BERLIN	BERLIN
471	BERNARDSTON	BERNARDSTON
312	BEVERLY	BEVERLY
634	BILLERICA	BILLERICA
719	Bird Mills	WALPOLE
112	Blackington	NORTH ADAMS
934	BLACKSTONE	BLACKSTONE
490	BLANDFORD	BLANDFORD
970	BOLTON	BOLTON
423	Bondsville	PALMER
821	BOSTON (Central)	BOSTON (Central)
050	BOURNE	BOURNE
050	Bournedale	BOURNE
201	Bowenville	FALL RIVER
671	BOXBOROUGH	BOXBOROUGH
370	BOXFORD	BOXFORD
971	BOYLSTON	BOYLSTON
302	Bradford	HAVERHILL
532	Bradstreet	HATFIELD
637	Braggville	HOLLISTON
710	BRAINTREE	BRAINTREE
039	Brant Rock	MARSHFIELD
080	BREWSTER	BREWSTER
011	BRIDGEWATER	BRIDGEWATER
183	Brier	SAVOY
131	Briggsville	CLARKSBURG
822	BRIGHTON	BRIGHTON (Boston)
400	Brightwood	SPRINGFIELD
491	BRIMFIELD	BRIMFIELD
002	BROCKTON	BROCKTON
935	BROOKFIELD	BROOKFIELD
702	BROOKLINE	BROOKLINE
735	Brookville	HOLBROOK
042	Bryantville	PEMBROKE
430	BUCKLAND	BUCKLAND
635	BURLINGTON	BURLINGTON
034	Burrage	HANSON
050	Buzzards Bay	BOURNE
339	Byfield	NEWBURY
<b>C</b>		
600	CAMBRIDGE	CAMBRIDGE
102	Camp Merrill	PITTSFIELD
002	Campello	BROCKTON
711	CANTON	CANTON
672	CARLISLE	CARLISLE
933	Carters	BERLIN
030	CARVER	CARVER
731	Caryville	BELLINGHAM
050	Cataumet	BOURNE
021	Centerville	BARNSTABLE
240	Central Village	WESTPORT
472	CHARLEMONT	CHARLEMONT
715	Charles River Village	NEEDHAM
824	CHARLESTOWN	CHARLESTOWN (Bos)
936	CHARLTON	CHARLTON
234	Chartley	NORTON
051	CHATHAM	CHATHAM
051	Chathamport	CHATHAM
612	CHELMSFORD	CHELMSFORD

**Massachusetts Commercial Automobile  
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Appendix B - Premium and Accident Town Tables**

Code No	Village or Local Designation	City or Town Name
802	CHELSEA	CHELSEA
944	Cherry Valley	LEICESTER
130	CHESHIRE	CHESHIRE
440	CHESTER	CHESTER
570	CHESTERFIELD	CHESTERFIELD
402	CHICOPEE	CHICOPEE
081	CHILMARK	CHILMARK
014	Chiltonville	PLYMOUTH
739	City Mills	NORFOLK
131	CLARKSBURG	CLARKSBURG
178	Clayton	NEW MARLBOROUGH
021	Clement	BARNSTABLE
200	Clifford	NEW BEDFORD
316	Clifton	MARBLEHEAD
321	Cliftondale	SAUGUS
911	CLINTON	CLINTON
045	Cochesett	WEST BRIDGEWATER
649	Cochituate	WAYLAND
732	COHASSET	COHASSET
976	Coldbrook Spring	OAKHAM
650	Coldspring	WESTFORD
614	Collinsville	DRACUT
431	COLRAIN	COLRAIN
613	CONCORD	CONCORD
444	Congamond	SOUTHWICK
473	CONWAY	CONWAY
480	Cooleyville	NEW SALEM
952	Cordaville	SOUTHBOROUGH
021	Cotuit	BARNSTABLE
616	Cove Landing	HUDSON
021	Craigville	BARNSTABLE
021	Cummaquid	BARNSTABLE
571	CUMMINGTON	CUMMINGTON
342	Cushing	SALISBURY
510	Cushman	AMHERST
084	Cuttyhunk	GOSNOLD
<b>D</b>		
132	DALTON	DALTON
313	DANVERS	DANVERS
313	Danversport	DANVERS
211	DARTMOUTH	DARTMOUTH
481	Davis	ROWE
712	DEDHAM	DEDHAM
432	DEERFIELD	DEERFIELD
476	Dell	HEATH
052	DENNIS	DENNIS
052	Dennisport	DENNIS
232	DIGHTON	DIGHTON
936	Dodge	CHARLTON
210	Dodgeville	ATTLEBORO
819	DORCHESTER	DORCHESTER (Boston)
937	DOUGLAS	DOUGLAS
733	DOVER	DOVER
614	DRACUT	DRACUT
173	Drury	FLORIDA
938	DUDLEY	DUDLEY
673	DUNSTABLE	DUNSTABLE
031	DUXBURY	DUXBURY
530	Dwight	BELCHERTOWN

Code No	Village or Local Designation	City or Town Name
<b>E</b>		
824	East Boston	CHARLESTOWN (Bos)
032	EAST BRIDGEWATER	EAST BRIDGEWATER
973	EAST BROOKFIELD	EAST BROOKFIELD
441	EAST LONGMEADOW	EAST LONGMEADOW
082	EASTHAM	EASTHAM
511	EASTHAMPTON	EASTHAMPTON
212	EASTON	EASTON
212	Eastondale	EASTON
053	EDGARTOWN	EDGARTOWN
603	Edgeworth	MALDEN
172	EGREMONT	EGREMONT
044	Egypt	SCITUATE
712	Ellis	DEDHAM
431	Elmgrove	COLRAIN
032	Elmwood	EAST BRIDGEWATER
712	Endicott	DEDHAM
433	ERVING	ERVING
330	ESSEX	ESSEX
602	EVERETT	EVERETT
<b>F</b>		
213	FAIRHAVEN	FAIRHAVEN
402	Fairview	CHICOPEE
201	FALL RIVER	FALL RIVER
054	FALMOUTH	FALMOUTH
433	Farley	ERVING
130	Farnhams	CHESHIRE
913	Farnumsville	GRAFTON
603	Faulkner	MALDEN
952	Fayville	SOUTHBOROUGH
420	Feeding Hills	AGAWAM
621	Felchville	NATICK
712	Findlen	DEDHAM
913	Fisherville	GRAFTON
954	Fiskdale	STURBRIDGE
902	FITCHBURG	FITCHBURG
201	Flint	FALL RIVER
512	Florence	NORTHAMPTON
173	FLORIDA	FLORIDA
060	Forestdale	SANDWICH
650	Forge Village	WESTFORD
734	FOXBOROUGH	FOXBOROUGH
615	FRAMINGHAM	FRAMINGHAM
713	FRANKLIN	FRANKLIN
233	FREETOWN	FREETOWN
311	Frye Village	ANDOVER
939	Furnace	HARDWICK
<b>G</b>		
912	GARDNER	GARDNER
083	GAY HEAD	GAY HEAD
331	GEORGETOWN	GEORGETOWN
939	Gilbertville	HARDWICK
474	GILL	GILL
644	Gleasondale	STOW
138	Glendale	STOCKBRIDGE
604	Glenwood	MEDFORD
919	Globe Village	SOUTHBRIDGE
314	GLOUCESTER	GLOUCESTER

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Appendix B - Premium and Accident Town Tables**

Code No	Village or Local Designation	City or Town Name
573	GOSHEN	GOSHEN
084	GOSNOLD	GOSNOLD
913	GRAFTON	GRAFTON
574	GRANBY	GRANBY
650	Graniteville	WESTFORD
492	GRANVILLE	GRANVILLE
111	GREAT BARRINGTON	GREAT BARRINGTON
039	Green Harbor	MARSHFIELD
044	Greenbush	SCITUATE
900	Greendale	WORCESTER
410	GREENFIELD	GREENFIELD
624	Greenwood	WAKEFIELD
112	Greylock	NORTH ADAMS
431	Griswoldville	COLRAIN
636	GROTON	GROTON
332	GROVELAND	GROVELAND
<b>H</b>		
531	HADLEY	HADLEY
070	HALIFAX	HALIFAX
333	HAMILTON	HAMILTON
493	HAMPDEN	HAMPDEN
174	HANCOCK	HANCOCK
033	HANOVER	HANOVER
034	HANSON	HANSON
736	Harding	MEDFIELD
939	HARDWICK	HARDWICK
178	Hartsville	NEW MARLBOROUGH
974	HARVARD	HARVARD
055	HARWICH	HARWICH
055	Harwichport	HARWICH
054	Hatchville	FALMOUTH
532	HATFIELD	HATFIELD
313	Hathorne	DANVERS
302	HAVERHILL	HAVERHILL
475	HAWLEY	HAWLEY
638	Hayden Row	HOPKINTON
534	Haydenville	WILLIAMSBURG
476	HEATH	HEATH
210	Hebronville	ATTLEBORO
715	Highlandville	NEEDHAM
477	Hillsboro	LEVERETT
012	HINGHAM	HINGHAM
133	HINSDALE	HINSDALE
735	HOLBROOK	HOLBROOK
940	HOLDEN	HOLDEN
494	HOLLAND	HOLLAND
637	HOLLISTON	HOLLISTON
403	HOLYOKE	HOLYOKE
173	Hoosac Tunnel	FLORIDA
941	HOPEDALE	HOPEDALE
638	HOPKINTON	HOPKINTON
240	Horseneck Beach	WESTPORT
239	Hortonville	SWANSEA
111	Housatonic	GREAT BARRINGTON
942	HUBBARDSTON	HUBBARDSTON
616	HUDSON	HUDSON
035	HULL	HULL
044	Humarock	SCITUATE
533	HUNTINGTON	HUNTINGTON
135	Hurlburt	LEE

Code No	Village or Local Designation	City or Town Name
021	Hyannis	BARNSTABLE
021	Hyannisport	BARNSTABLE
818	HYDE PARK	HYDE PARK (Boston)
<b>I</b>		
400	Indian Orchard	SPRINGFIELD
403	Ingleside	HOLYOKE
138	Interlaken	STOCKBRIDGE
315	IPSWICH	IPSWICH
031	Island Creek	DUXBURY
742	Islington	WESTWOOD
<b>J</b>		
817	JAMAICA PLAIN	JAMAICA PLAIN (Bos)
940	Jefferson	HOLDEN
<b>K</b>		
651	Kendall Green	WESTON
036	KINGSTON	KINGSTON
<b>L</b>		
644	Lake Boon	STOW
411	Lake Pleasant	MONTAGUE
037	LAKEVILLE	LAKEVILLE
943	LANCASTER	LANCASTER
134	LANESBOROUGH	LANESBOROUGH
314	Lanesville	GLOUCESTER
512	Laurel Park	NORTHAMPTON
303	LAWRENCE	LAWRENCE
135	LEE	LEE
512	Leeds	NORTHAMPTON
944	LEICESTER	LEICESTER
136	LENOX	LENOX
136	Lenoxdale	LENOX
914	LEOMINSTER	LEOMINSTER
477	LEVERETT	LEVERETT
617	LEXINGTON	LEXINGTON
478	LEYDEN	LEYDEN
639	LINCOLN	LINCOLN
603	Linden	MALDEN
917	Linwood	NORTHBRIDGE
573	Lithia	GOSHEN
315	Little Neck	IPSWICH
640	LITTLETON	LITTLETON
484	Locks Village	WENDELL
230	Long Plain	ACUSHNET
442	LONGMEADOW	LONGMEADOW
054	Longview	FALMOUTH
953	Loring	STERLING
601	LOWELL	LOWELL
421	LUDLOW	LUDLOW
945	LUNENBURG	LUNENBURG
300	LYNN	LYNN
334	LYNNFIELD	LYNNFIELD
431	Lyonsville	COLRAIN
<b>M</b>		
314	Magnolia	GLOUCESTER
603	MALDEN	MALDEN
955	Manchaug	SUTTON
335	MANCHESTER	MANCHESTER

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Appendix B - Premium and Accident Town Tables**

Code No	Village or Local Designation	City or Town Name
930	Manns Crossing	ASHBURNHAM
014	Manomet	PLYMOUTH
214	MANSFIELD	MANSFIELD
110	Maple Grove	ADAMS
603	Maplewood	MALDEN
316	MARBLEHEAD	MARBLEHEAD
038	MARION	MARION
618	MARLBOROUGH	MARLBOROUGH
039	MARSHFIELD	MARSHFIELD
021	Marston Mills	BARNSTABLE
085	MASHPEE	MASHPEE
045	Matfield	WEST BRIDGEWATER
819	Mattapan	DORCHESTER (Boston)
040	MATTAPOISETT	MATTAPOISETT
620	MAYNARD	MAYNARD
736	MEDFIELD	MEDFIELD
604	MEDFORD	MEDFORD
737	MEDWAY	MEDWAY
054	Megansett	FALMOUTH
619	MELROSE	MELROSE
946	MENDON	MENDON
081	Menemsha	CHILMARK
425	Merrick	WEST SPRINGFIELD
336	MERRIMAC	MERRIMAC
336	Merrimacport	MERRIMAC
637	Metcalfs	HOLLISTON
317	METHUEN	METHUEN
013	MIDDLEBOROUGH	MIDDLEBOROUGH
576	MIDDLEFIELD	MIDDLEFIELD
645	Middlesex	SUDBURY
337	MIDDLETON	MIDDLETON
731	Midland	BELLINGHAM
915	MILFORD	MILFORD
178	Mill River	NEW MARLBOROUGH
031	Millbrook	DUXBURY
916	MILLBURY	MILLBURY
411	Millers Falls	MONTAGUE
480	Millington	NEW SALEM
738	MILLIS	MILLIS
947	MILLVILLE	MILLVILLE
714	MILTON	MILTON
044	Minot	SCITUATE
425	Mitteneague	WEST SPRINGFIELD
479	MONROE	MONROE
479	Monroe Bridge	MONROE
422	MONSON	MONSON
411	MONTAGUE	MONTAGUE
002	Montello	BROCKTON
175	MONTEREY	MONTEREY
495	MONTGOMERY	MONTGOMERY
050	Monument Beach	BOURNE
477	Moores Corner	LEVERETT
086	Moorland	TRURO
971	Morningdale	BOYLSTON
434	Mount Hermom	NORTHFIELD
511	Mount Tom	EASTHAMPTON
176	MOUNT WASHINGTON	MOUNT WASHINGTON
231	Myricks	BERKLEY
<b>N</b>		
650	Nabnasset	WESTFORD

Code No	Village or Local Designation	City or Town Name
338	NAHANT	NAHANT
035	Nantasket Beach	HULL
056	NANTUCKET	NANTUCKET
650	Nashoba	WESTFORD
621	NATICK	NATICK
715	NEEDHAM	NEEDHAM
177	NEW ASHFORD	NEW ASHFORD
200	NEW BEDFORD	NEW BEDFORD
182	New Boston	SANDISFIELD
975	NEW BRAINTREE	NEW BRAINTREE
136	New Lenox	LENOX
178	NEW MARLBOROUGH	NEW MARLBOROUGH
480	NEW SALEM	NEW SALEM
339	NEWBURY	NEWBURY
318	NEWBURYPORT	NEWBURYPORT
183	Newstate	SAVOY
605	NEWTON	NEWTON
136	Niagara	LENOX
615	Nobscot	FRAMINGHAM
605	Nonantum	NEWTON
211	Nonquitt	DARTMOUTH
739	NORFOLK	NORFOLK
703	Norfolk Downs	QUINCY
055	Norman	HARWICH
112	NORTH ADAMS	NORTH ADAMS
319	NORTH ANDOVER	NORTH ANDOVER
215	NORTH ATTLEBORO	NORTH ATTLEBORO
948	NORTH BROOKFIELD	NORTH BROOKFIELD
819	North Dorchester	DORCHESTER (Boston)
641	NORTH READING	NORTH READING
039	North River	MARSHFIELD
512	NORTHAMPTON	NORTHAMPTON
949	NORTHBOROUGH	NORTHBOROUGH
917	NORTHBRIDGE	NORTHBRIDGE
434	NORTHFIELD	NORTHFIELD
234	NORTON	NORTON
041	NORWELL	NORWELL
716	NORWOOD	NORWOOD
634	Nutting Lake	BILLERICA
<b>O</b>		
057	OAK BLUFFS	OAK BLUFFS
959	Oakdale	WEST BOYLSTON
976	OAKHAM	OAKHAM
039	Ocean Bluff	MARSHFIELD
239	Ocean Grove	SWANSEA
939	Old Furnace	HARDWICK
215	Old Town	NORTH ATTLEBORO
016	Onset	WAREHAM
412	ORANGE	ORANGE
058	ORLEANS	ORLEANS
021	Osterville	BARNSTABLE
179	OTIS	OTIS
956	Otter River	TEMPLETON
950	OXFORD	OXFORD
<b>P</b>		
423	PALMER	PALMER
977	PAXTON	PAXTON
320	PEABODY	PEABODY
577	PELHAM	PELHAM

**Massachusetts Commercial Automobile  
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Appendix B - Premium and Accident Town Tables**

Code No	Village or Local Designation	City or Town Name
042	PEMBROKE	PEMBROKE
642	PEPPERELL	PEPPERELL
033	Perry	HANOVER
180	PERU	PERU
978	PETERSHAM	PETERSHAM
979	PHILLIPSTON	PHILLIPSTON
340	Pigeon Cove	ROCKPORT
634	Pinehurst	BILLERICA
102	PITTSFIELD	PITTSFIELD
578	PLAINFIELD	PLAINFIELD
740	PLAINVILLE	PLAINVILLE
055	Pleasant Lake	HARWICH
102	Plunkett	PITTSFIELD
014	PLYMOUTH	PLYMOUTH
071	PLYMPTON	PLYMPTON
050	Pocasset	BOURNE
711	Ponkapog	CANTON
238	Pottersville	SOMERSET
312	Prides Crossing	BEVERLY
980	PRINCETON	PRINCETON
059	PROVINCETOWN	PROVINCETOWN
<b>Q</b>		
940	Quinapoxet	HOLDEN
703	QUINCY	QUINCY
900	Quinsigamond	WORCESTER
054	Quisset	FALMOUTH
<b>R</b>		
717	RANDOLPH	RANDOLPH
235	RAYNHAM	RAYNHAM
622	READING	READING
818	Readville	HYDE PARK (Boston)
236	REHOBOTH	REHOBOTH
110	Renfrew	ADAMS
803	REVERE	REVERE
181	RICHMOND	RICHMOND
181	Richmond Furnace	RICHMOND
582	Ringville	WORTHINGTON
044	Rivermoor	SCITUATE
944	Rochdale	LEICESTER
043	ROCHESTER	ROCHESTER
013	Rock	MIDDLEBOROUGH
015	ROCKLAND	ROCKLAND
340	ROCKPORT	ROCKPORT
816	ROSLINDALE	ROSLINDALE (Boston)
481	ROWE	ROWE
341	ROWLEY	ROWLEY
820	ROXBURY	ROXBURY (Boston)
981	ROYALSTON	ROYALSTON
443	RUSSELL	RUSSELL
951	RUTLAND	RUTLAND
<b>S</b>		
050	Sagamore	BOURNE
304	SALEM	SALEM
342	SALISBURY	SALISBURY
310	Salisbury Point	AMESBURY
044	Sandhills	SCITUATE
182	SANDISFIELD	SANDISFIELD
060	SANDWICH	SANDWICH

Code No	Village or Local Designation	City or Town Name
021	Santuit	BARNSTABLE
321	SAUGUS	SAUGUS
913	Saundersville	GRAFTON
183	SAVOY	SAVOY
615	Saxonville	FRAMINGHAM
044	SCITUATE	SCITUATE
011	Scotland	BRIDGEWATER
039	Sea View	MARSHFIELD
237	SEEKONK	SEEKONK
232	Segreganset	DIGHTON
741	SHARON	SHARON
431	Shattuckville	COLRAIN
634	Shawsheen	BILLERICA
311	Shawsheen Village	ANDOVER
137	SHEFFIELD	SHEFFIELD
435	SHELBURNE	SHELBURNE
743	Sheldonville	WRENTHAM
674	SHERBORN	SHERBORN
643	SHIRLEY	SHIRLEY
044	Shore Acres	SCITUATE
918	SHREWSBURY	SHREWSBURY
482	SHUTESBURY	SHUTESBURY
056	Siasconset	NANTUCKET
036	Silver Lake	KINGSTON
403	Smiths Ferry	HOLYOKE
238	SOMERSET	SOMERSET
606	SOMERVILLE	SOMERVILLE
823	SOUTH BOSTON	SOUTH BOSTON (Bos)
819	South Dorchester	DORCHESTER (Boston)
513	SOUTH HADLEY	SOUTH HADLEY
434	South Vernon	NORTHFIELD
580	SOUTHAMPTON	SOUTHAMPTON
952	SOUTHBOROUGH	SOUTHBOROUGH
919	SOUTHBRIDGE	SOUTHBRIDGE
178	Southfield	NEW MARLBOROUGH
952	Southville	SOUTHBOROUGH
444	SOUTHWICK	SOUTHWICK
920	SPENCER	SPENCER
400	SPRINGFIELD	SPRINGFIELD
703	Squantum	QUINCY
011	State Farm	BRIDGEWATER
139	State Line	WEST STOCKBRIDGE
953	STERLING	STERLING
974	Still River	HARVARD
138	STOCKBRIDGE	STOCKBRIDGE
623	STONEHAM	STONEHAM
651	Stonybrook	WESTON
718	STOUGHTON	STOUGHTON
644	STOW	STOW
954	STURBRIDGE	STURBRIDGE
645	SUDBURY	SUDBURY
436	SUNDERLAND	SUNDERLAND
955	SUTTON	SUTTON
322	SWAMPSCOTT	SWAMPSCOTT
239	SWANSEA	SWANSEA
571	Swift River	CUMMINGTON
016	Swifts Beach	WAREHAM
<b>T</b>		
313	Tapleyville	DANVERS
202	TAUNTON	TAUNTON



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Code No	Village or Local Designation	City or Town Name
054	Teaticket	FALMOUTH
956	TEMPLETON	TEMPLETON
646	TEWKSBURY	TEWKSBURY
943	Thayer	LANCASTER
423	Thorndike	PALMER
423	Three Rivers	PALMER
233	Thwaites	FREETOWN
061	TISBURY	TISBURY
011	Titicut	BRIDGEWATER
496	TOLLAND	TOLLAND
371	TOPSFIELD	TOPSFIELD
239	Touisset	SWANSEA
647	TOWNSEND	TOWNSEND
016	Tremont	WAREHAM
086	TRURO	TRURO
412	Tully	ORANGE
411	Turners Falls	MONTAGUE
648	TYNGSBOROUGH	TYNGSBOROUGH
184	TYRINGHAM	TYRINGHAM
<b>U</b>		
713	Unionville	FRANKLIN
957	UPTON	UPTON
921	UXBRIDGE	UXBRIDGE
<b>V</b>		
061	Vineyard Haven	TISBURY
<b>W</b>		
605	Waban	NEWTON
624	WAKEFIELD	WAKEFIELD
497	WALES	WALES
719	WALPOLE	WALPOLE
607	WALTHAM	WALTHAM
646	Wamesit	TEWKSBURY
054	Waquoit	FALMOUTH
302	Ward Hill	HAVERTHILL
514	WARE	WARE
016	WAREHAM	WAREHAM
958	WARREN	WARREN
483	WARWICK	WARWICK
185	WASHINGTON	WASHINGTON
934	Waterford	BLACKSTONE
608	WATERTOWN	WATERTOWN
924	Waterville	WINCHENDON
611	Waverley	BELMONT
649	WAYLAND	WAYLAND
922	WEBSTER	WEBSTER
625	Wedgemere	WINCHESTER
202	Weir	TAUNTON
720	WELLESLEY	WELLESLEY
087	WELLFLEET	WELLFLEET
604	Wellington	MEDFORD
484	WENDELL	WENDELL
343	WENHAM	WENHAM
959	WEST BOYLSTON	WEST BOYLSTON
045	WEST BRIDGEWATER	WEST BRIDGEWATER
960	WEST BROOKFIELD	WEST BROOKFIELD
061	West Chop	TISBURY
344	WEST NEWBURY	WEST NEWBURY
815	WEST ROXBURY	WEST ROXBURY (Bos)

Code No	Village or Local Designation	City or Town Name
425	WEST SPRINGFIELD	WEST SPRINGFIELD
139	WEST STOCKBRIDGE	WEST STOCKBRIDGE
088	WEST TISBURY	WEST TISBURY
923	WESTBOROUGH	WESTBOROUGH
045	Westdale	WEST BRIDGEWATER
424	WESTFIELD	WESTFIELD
650	WESTFORD	WESTFORD
581	WESTHAMPTON	WESTHAMPTON
961	WESTMINSTER	WESTMINSTER
651	WESTON	WESTON
240	WESTPORT	WESTPORT
613	Westvale	CONCORD
742	WESTWOOD	WESTWOOD
721	WEYMOUTH	WEYMOUTH
437	WHATELY	WHATELY
939	Wheelwright	HARDWICK
014	White Horse Beach	PLYMOUTH
932	White Valley	BARRE
921	Whitins	UXBRIDGE
917	Whitinsville	NORTHBRIDGE
017	WHITMAN	WHITMAN
202	Whittenton	TAUNTON
021	Wianno	BARNSTABLE
445	WILBRAHAM	WILBRAHAM
955	Wilkonsville	SUTTON
054	Williams	FALMOUTH
534	WILLIAMSBURG	WILLIAMSBURG
140	WILLIAMSTOWN	WILLIAMSTOWN
942	Williamsville	HUBBARDSTON
402	Willimansett	CHICOPEE
511	Williston Mills	EASTHAMPTON
652	WILMINGTON	WILMINGTON
924	WINCHENDON	WINCHENDON
625	WINCHESTER	WINCHESTER
186	WINDSOR	WINDSOR
716	Winslow	NORWOOD
606	Winter Hill	SOMERVILLE
810	WINTHROP	WINTHROP
626	WOBURN	WOBURN
703	Wollaston	QUINCY
054	Woods Hole	FALMOUTH
737	Woodside	MEDWAY
638	Woodville	HOPKINTON
900	WORCESTER	WORCESTER
443	Woronoco	RUSSELL
582	WORTHINGTON	WORTHINGTON
743	WRENTHAM	WRENTHAM
619	Wyoming	MELROSE
<b>Y</b>		
062	YARMOUTH	YARMOUTH
062	Yarmouthport	YARMOUTH
<b>Z</b>		
472	Zoar	CHARLEMONT
110	Zylonite	ADAMS

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Appendix B - Premium and Accident Town Tables**

**PREMIUM TOWN CODE - ACCIDENT TOWN CODE**

**NUMERICAL LISTING**

1. Cities and Towns are printed in Capital Letters.
2. Villages, Sections of Cities and Towns, and Local Designations are printed in Small Type with the name of the corresponding City or Town in the adjacent column.
3. Sections of Cities and Towns designated "North", "East", "South" and "West" or with a prefix or suffix that is merely supplemental to the principal name (such as West Newton or Arlington Heights) are not separately listed (see principal designation). In some instances there are two distinct townships, such as Reading and North Reading, in which case both towns are listed.
4. Counties are indicated by code, using the first position of the Town Code as follows:

First Position	County	First Position	County
0	Barnstable	4	Franklin
	Dukes		Hampden
	Nantucket	5	Hampshire
	Plymouth	6	Middlesex
1	Berkshire	7	Norfolk
2	Bristol	8	Suffolk
3	Essex	9	Worcester

5. The City of Boston is divided into sections as follows:

<b>City of Boston</b>		
Definition	ZIP Code	Statistical Code
BOSTON CENTRAL	02108-02111, 02113-02116, 02118, 02133, 02199, 02201, 02203, 02210, 02215, 02222, 02241	821
BRIGHTON	02134, 02135, 02163	822
CHARLESTOWN-EAST BOSTON	02128, 02129	824
DORCHESTER	02122, 02124, 02125, 02126	819
HYDE PARK	02136	818
JAMAICA PLAIN	02130	817
ROSLINDALE	02131	816
ROXBURY	02119, 02120, 02121	820
SOUTH BOSTON	02127	823
WEST ROXBURY	02132	815

6. The appropriate Out of State Town Codes are as follows:

Location	Code
Connecticut	991
Maine	992
New Hampshire	993
New York	994
Rhode Island	995
Vermont	996
★ New Jersey	997
★ Pennsylvania	998
Other	999

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Code No	City or Town Name	Village or Local Designation	Code No	City or Town Name	Village or Local Designation		
002	BROCKTON	BROCKTON	041	NORWELL	Accord		
		Campello	042	PEMBROKE	PEMBROKE		
		Montello			Bryantville		
010	ABINGTON	ABINGTON	043	ROCHESTER	ROCHESTER		
011	BRIDGEWATER	BRIDGEWATER	044	SCITUATE	SCITUATE		
		Scotland			Egypt		
		State Farm			Greenbush		
		Titicut			Humarock		
012	HINGHAM	HINGHAM			045	WEST BRIDGEWATER	WEST BRIDGEWATER
013	MIDDLEBOROUGH	MIDDLEBOROUGH			Cochessett		
		Rock			Matfield		
014	PLYMOUTH	PLYMOUTH			Westdale		
		Chiltonville			BOURNE		
		Manomet			Bourne		
		White Horse Beach	Bournedale				
015	ROCKLAND	ROCKLAND	050	BOURNE	Buzzards Bay		
016	WAREHAM	WAREHAM			Cataumet		
		Onset			Monument Beach		
		Swifts Beach			Pocasset		
		Tremont			Sagamore		
017	WHITMAN	WHITMAN	051	CHATHAM	CHATHAM		
021	BARNSTABLE	BARNSTABLE	052	DENNIS	CHATHAMPORT		
		Centerville			DENNIS		
		Clement	Dennisport				
		Cotuit	EDGARTOWN				
021	BARNSTABLE	Craigville	054	FALMOUTH	EDGARTOWN		
		Cummaquid			FALMOUTH		
		Hyannis			Hatchville		
		Hyannisport			Longview		
		Marston Mills			Megansett		
		Osterville			Quisset		
		Santuit			Teaticket		
Wianno	Waquoit						
030	CARVER	CARVER			055	HARWICH	HARWICH
031	DUXBURY	DUXBURY					Harwichport
		Island Creek	Norman				
		Millbrook	Pleasant Lake				
032	EAST BRIDGEWATER	EAST BRIDGEWATER	056	NANTUCKET	NANTUCKET		
033	HANOVER	HANOVER			Siasconset		
034		HANSON	HANSON	057	OAK BLUFFS	OAK BLUFFS	
035	HULL	HULL	058	ORLEANS	ORLEANS		
		Allerton	059	PROVINCETOWN	PROVINCETOWN		
		Nantasket Beach	060	SANDWICH	SANDWICH		
036	KINGSTON	KINGSTON	061	TISBURY	Forestdale		
		Silver Lake			TISBURY		
037	LAKEVILLE	LAKEVILLE			Vineyard Haven		
038	MARION	MARION	West Chop				
039	MARSHFIELD	MARSHFIELD	062	YARMOUTH	YARMOUTH		
		Brant Rock			Bass River		
		Green Harbor			Yarmouthport		
		North River			070	HALIFAX	HALIFAX
		Ocean Bluff			071	PLYMPTON	PLYMPTON
		Sea View			080	BREWSTER	BREWSTER
040	MATTAPOISETT	MATTAPOISETT	081	CHILMARK	CHILMARK		
		Antassawamock Neck	Menemsha				
041	NORWELL	NORWELL	082	EASTHAM	EASTHAM		

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Code No	City or Town Name	Village or Local Designation	Code No	City or Town Name	Village or Local Designation
083	GAY HEAD	GAY HEAD	182	SANDISFIELD	SANDISFIELD
084	GOSNOLD	GOSNOLD			New Boston
		Cuttyhunk	183	SAVOY	SAVOY
085	MASHPEE	MASHPEE			Brier
086	TRURO	TRURO			Newstate
		Moorland	184	TYRINGHAM	TYRINGHAM
087	WELLFLEET	WELLFLEET	185	WASHINGTON	WASHINGTON
088	WEST TISBURY	WEST TISBURY	186	WINDSOR	WINDSOR
102	PITTSFIELD	PITTSFIELD	200	NEW BEDFORD	NEW BEDFORD
		Camp Merrill			Clifford
		Plunkett	201	FALL RIVER	FALL RIVER
110	ADAMS	ADAMS			Bowenville
		Maple Grove			Flint
		Renfrew	202	TAUNTON	TAUNTON
		Zylonite			Weir
111	GREAT BARRINGTON	GREAT BARRINGTON			Whittenton
		Housatonic	210	ATTLEBORO	ATTLEBORO
112	NORTH ADAMS	NORTH ADAMS			Dodgeville
		Blackington			Hebronville
		Greylock	211	DARTMOUTH	DARTMOUTH
130	CHESHIRE	CHESHIRE			Nonquitt
		Farnhams	212	EASTON	EASTON
131	CLARKSBURG	CLARKSBURG			Eastondale
		Briggsville	213	FAIRHAVEN	FAIRHAVEN
132	DALTON	DALTON	214	MANSFIELD	MANSFIELD
133	HINSDALE	HINSDALE	215	NORTH ATTLEBORO	NORTH ATTLEBORO
134	LANESBOROUGH	LANESBOROUGH			Adamsdale
		Berkshire			Attleboro Falls
135	LEE	LEE			Old Town
		Hurlburt	230	ACUSHNET	ACUSHNET
136	LENOX	LENOX			Long Plain
		Lenoxdale	231	BERKLEY	BERKLEY
		New Lenox			Myricks
		Niagara	232	DIGHTON	DIGHTON
137	SHEFFIELD	SHEFFIELD			Segreganset
		Ashley Falls	233	FREETOWN	FREETOWN
138	STOCKBRIDGE	STOCKBRIDGE			Assonet
		Glendale			Thwaites
		Interlaken	234	NORTON	NORTON
139	WEST STOCKBRIDGE	WEST STOCKBRIDGE			Barrowsville
		State Line			Chartley
140	WILLIAMSTOWN	WILLIAMSTOWN	235	RAYNHAM	RAYNHAM
170	ALFORD	ALFORD	236	REHOBOTH	REHOBOTH
171	BECKET	BECKET	237	SEEKONK	SEEKONK
172	EGREMONT	EGREMONT	238	SOMERSET	SOMERSET
173	FLORIDA	FLORIDA			Pottersville
		Drury	239	SWANSEA	SWANSEA
		Hoosac Tunnel			Hortonville
174	HANCOCK	HANCOCK			Ocean Grove
175	MONTEREY	MONTEREY			Touisset
176	MOUNT WASHINGTON	MOUNT WASHINGTON	240	WESTPORT	WESTPORT
177	NEW ASHFORD	NEW ASHFORD			Acoaxet
178	NEW MARLBOROUGH	NEW MARLBOROUGH			Central Village
		Clayton			Horseneck Beach
		Hartsville	300	LYNN	LYNN
		Mill River	302	HAVERHILL	HAVERHILL
		Southfield			Ayers Village
179	OTIS	OTIS			Bradford
180	PERU	PERU			Ward Hill
181	RICHMOND	RICHMOND	303	LAWRENCE	LAWRENCE
		Richmond Furnace	304	SALEM	SALEM

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Code No	City or Town Name	Village or Local Designation	Code No	City or Town Name	Village or Local Designation		
310	AMESBURY	AMESBURY	411	MONTAGUE	Lake Pleasant		
		Salisbury Point			Millers Falls		
311	ANDOVER	ANDOVER	412	ORANGE	Turners Falls		
		Ballard Vale			ORANGE		
		Frye Village			Tully		
		Shawsheen Village			AGAWAM		
312	BEVERLY	BEVERLY	420	AGAWAM	Feeding Hills		
		Prides Crossing			LUDLOW		
313	DANVERS	DANVERS	421	LUDLOW	MONSON		
		Danversport			423	PALMER	PALMER
		Hathorne					Bondsville
		Tapleyville					Thorndike
314	GLOUCESTER	GLOUCESTER	424	WESTFIELD	WESTFIELD		
		Annisquam			425	WEST SPRINGFIELD	WEST SPRINGFIELD
		Lanesville					Merrick
		Magnolia					Mitteneague
315	IPSWICH	IPSWICH	430	BUCKLAND	BUCKLAND		
		Little Neck			431	COLRAIN	COLRAIN
MARBLEHEAD	Adamsville						
317	METHUEN	METHUEN	Elmgrove				
		NEWBURYPORT	Griswoldville				
318	NEWBURYPORT	NEWBURYPORT	Lyonsville				
		NORTH ANDOVER	Shattuckville				
319	NORTH ANDOVER	NORTH ANDOVER	432	DEERFIELD	DEERFIELD		
		PEABODY			433	ERVING	ERVING
320	PEABODY	PEABODY	Farley				
		321	SAUGUS	SAUGUS	434	NORTHFIELD	NORTHFIELD
Cliftondale	Mount Hermom						
322	SWAMPSCOTT	SWAMPSCOTT	South Vernon				
		Beach Bluff	435	SHELBURNE	SHELBURNE		
330	ESSEX	ESSEX			436	SUNDERLAND	SUNDERLAND
		GEORGETOWN	437	WHATELY			WHATELY
331	GEORGETOWN	GEORGETOWN			440	CHESTER	CHESTER
		GROVELAND	441	EAST LONGMEADOW			EAST LONGMEADOW
332	GROVELAND	GROVELAND			442	LONGMEADOW	LONGMEADOW
		HAMILTON	443	RUSSELL			RUSSELL
333	HAMILTON	HAMILTON			Woronoco		
		Asbury Grove	444	SOUTHWICK	SOUTHWICK		
334	LYNNFIELD	LYNNFIELD			Congamond		
		335	MANCHESTER	MANCHESTER	445	WILBRAHAM	WILBRAHAM
336	MERRIMAC			MERRIMAC			470
		Merrimacport	471	BERNARDSTON	BERNARDSTON		
337	MIDDLETON	MIDDLETON			472	CHARLEMONT	CHARLEMONT
		338	NAHANT	NAHANT			Zoar
339	NEWBURY			NEWBURY	473	CONWAY	CONWAY
		Byfield	474	GILL			GILL
340	ROCKPORT	ROCKPORT			475	HAWLEY	HAWLEY
		Pigeon Cove	476	HEATH			HEATH
341	ROWLEY	ROWLEY			477	LEVERETT	LEVERETT
		342	SALISBURY	SALISBURY			Hillsboro
Cushing	Moores Corner						
343	WENHAM	WENHAM	478	LEYDEN	LEYDEN		
		344			WEST NEWBURY	WEST NEWBURY	479
370	BOXFORD		BOXFORD	Monroe Bridge			
		371	TOPSFIELD	TOPSFIELD	480	NEW SALEM	NEW SALEM
400	SPRINGFIELD			SPRINGFIELD			Cooleyville
		Brightwood	Millington				
Indian Orchard	481	ROWE	ROWE				
402			CHICOPEE	CHICOPEE	Davis		
	Fairview						
Willimansett							
403	HOLYOKE	HOLYOKE					
		Ingleside					
Smiths Ferry							
410	GREENFIELD	GREENFIELD					
		MONTAGUE					

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Appendix B - Premium and Accident Town Tables**

Code No	City or Town Name	Village or Local Designation	Code No	City or Town Name	Village or Local Designation
482	SHUTESBURY	SHUTESBURY	606	SOMERVILLE	SOMERVILLE
483	WARWICK	WARWICK			Winter Hill
484	WENDELL	WENDELL	607	WALTHAM	WALTHAM
		Locks Village	608	WATERTOWN	WATERTOWN
490	BLANDFORD	BLANDFORD	610	ARLINGTON	ARLINGTON
491	BRIMFIELD	BRIMFIELD	611	BELMONT	BELMONT
492	GRANVILLE	GRANVILLE			Waverley
493	HAMPDEN	HAMPDEN	612	CHELMSFORD	CHELMSFORD
494	HOLLAND	HOLLAND	613	CONCORD	CONCORD
495	MONTGOMERY	MONTGOMERY			Westvale
496	TOLLAND	TOLLAND	614	DRACUT	DRACUT
497	WALES	WALES			Collinsville
510	AMHERST	AMHERST	615	FRAMINGHAM	FRAMINGHAM
		Cushman			Nobscot
511	EASTHAMPTON	EASTHAMPTON			Saxonville
		Mount Tom	616	HUDSON	HUDSON
		Williston Mills			Cove Landing
512	NORTHAMPTON	NORTHAMPTON	617	LEXINGTON	LEXINGTON
		Bay State Village	618	MARLBOROUGH	MARLBOROUGH
		Florence	619	MELROSE	MELROSE
		Laurel Park			Wyoming
		Leeds	620	MAYNARD	MAYNARD
513	SOUTH HADLEY	SOUTH HADLEY	621	NATICK	NATICK
514	WARE	WARE			Felchville
530	BELCHERTOWN	BELCHERTOWN	622	READING	READING
		Dwight	623	STONEHAM	STONEHAM
531	HADLEY	HADLEY	624	WAKEFIELD	WAKEFIELD
532	HATFIELD	HATFIELD			Greenwood
		Bradstreet	625	WINCHESTER	WINCHESTER
533	HUNTINGTON	HUNTINGTON			Wedgemere
534	WILLIAMSBURG	WILLIAMSBURG	626	WOBURN	WOBURN
		Haydenville	630	ACTON	ACTON
570	CHESTERFIELD	CHESTERFIELD	631	ASHLAND	ASHLAND
571	CUMMINGTON	CUMMINGTON	632	AYER	AYER
		Swift River	633	BEDFORD	BEDFORD
573	GOSHEN	GOSHEN	634	BILLERICA	BILLERICA
		Lithia			Nutting Lake
574	GRANBY	GRANBY			Pinehurst
576	MIDDLEFIELD	MIDDLEFIELD			Shawsheen
		Bancroft	635	BURLINGTON	BURLINGTON
577	PELHAM	PELHAM	636	GROTON	GROTON
578	PLAINFIELD	PLAINFIELD	637	HOLLISTON	HOLLISTON
580	SOUTHAMPTON	SOUTHAMPTON			Braggville
581	WESTHAMPTON	WESTHAMPTON			Metcalfs
582	WORTHINGTON	WORTHINGTON	638	HOPKINTON	HOPKINTON
		Ringville			Hayden Row
600	CAMBRIDGE	CAMBRIDGE			Woodville
601	LOWELL	LOWELL	639	LINCOLN	LINCOLN
602	EVERETT	EVERETT	640	LITTLETON	LITTLETON
603	MALDEN	MALDEN	641	NORTH READING	NORTH READING
		Edgeworth	642	PEPPERELL	PEPPERELL
		Faulkner	643	SHIRLEY	SHIRLEY
		Linden	644	STOW	STOW
		Maplewood			Gleasondale
604	MEDFORD	MEDFORD			Lake Boon
		Glenwood	645	SUDBURY	SUDBURY
		Wellington			Middlesex
605	NEWTON	NEWTON	646	TEWKSBURY	TEWKSBURY
		Auburndale			Wamesit
		Nonantum	647	TOWNSEND	TOWNSEND
		Waban	648	TYNGSBOROUGH	TYNGSBOROUGH

**Massachusetts Commercial Automobile  
Statistical Plan  
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Code No	City or Town Name	Village or Local Designation	Code No	City or Town Name	Village or Local Designation
649	WAYLAND	WAYLAND	739	NORFOLK	NORFOLK
		Cochituate			City Mills
650	WESTFORD	WESTFORD	740	PLAINVILLE	PLAINVILLE
		Coldspring	741	SHARON	SHARON
		Forge Village	742	WESTWOOD	WESTWOOD
		Graniteville			Islington
		Nabnasset	743	WRENTHAM	WRENTHAM
		Nashoba			Sheldonville
651	WESTON	WESTON	802	CHELSEA	CHELSEA
		Kendall Green	803	REVERE	REVERE
		Stonybrook			Beachmont
652	WILMINGTON	WILMINGTON	810	WINTHROP	WINTHROP
670	ASHBY	ASHBY	815	WEST ROXBURY (Bos)	WEST ROXBURY
671	BOXBOROUGH	BOXBOROUGH	816	ROSLINDALE (Boston)	ROSLINDALE
672	CARLISLE	CARLISLE	817	JAMAICA PLAIN (Bos)	JAMAICA PLAIN
673	DUNSTABLE	DUNSTABLE	818	HYDE PARK (Boston)	HYDE PARK
674	SHERBORN	SHERBORN			Readville
702	BROOKLINE	BROOKLINE	819	DORCHESTER (Boston)	DORCHESTER
703	QUINCY	QUINCY			Mattapan
		Atlantic			North Dorchester
		Norfolk Downs			South Dorchester
		Squantum	820	ROXBURY (Boston)	ROXBURY
703	QUINCY	Wollaston	821	BOSTON (Central)	BOSTON (Central)
710	BRAINTREE	BRAINTREE	822	BRIGHTON (Boston)	BRIGHTON
711	CANTON	CANTON			Allston
		Ponkapog	823	SOUTH BOSTON (Bos)	SOUTH BOSTON
712	DEDHAM	DEDHAM	824	CHARLESTOWN (Boston)	CHARLESTOWN
		Ashcroft			East Boston
		Ellis	900	WORCESTER	WORCESTER
		Endicott			Barbers
		Findlen			Greendale
713	FRANKLIN	FRANKLIN			Quinsigamond
		Unionville	902	FITCHBURG	FITCHBURG
714	MILTON	MILTON	910	ATHOL	ATHOL
715	NEEDHAM	NEEDHAM	911	CLINTON	CLINTON
		Avery	912	GARDNER	GARDNER
		Charles River Village	913	GRAFTON	GRAFTON
		Highlandville			Farnumsville
716	NORWOOD	NORWOOD			Fisherville
		Winslow			Saundersville
717	RANDOLPH	RANDOLPH	914	LEOMINSTER	LEOMINSTER
718	STOUGHTON	STOUGHTON	915	MILFORD	MILFORD
719	WALPOLE	WALPOLE	916	MILLBURY	MILLBURY
		Bird Mills	917	NORTHBRIDGE	NORTHBRIDGE
720	WELLESLEY	WELLESLEY			Linwood
721	WEYMOUTH	WEYMOUTH			Whitinsville
730	AVON	AVON	918	SHREWSBURY	SHREWSBURY
731	BELLINGHAM	BELLINGHAM	919	SOUTHBRIDGE	SOUTHBRIDGE
		Caryville			Globe Village
		Midland	920	SPENCER	SPENCER
732	COHASSET	COHASSET	921	UXBRIDGE	UXBRIDGE
		Beechwood			Whitins
733	DOVER	DOVER	922	WEBSTER	WEBSTER
734	FOXBOROUGH	FOXBOROUGH	923	WESTBOROUGH	WESTBOROUGH
735	HOLBROOK	HOLBROOK	924	WINCHENDON	WINCHENDON
		Brookville			Waterville
736	MEDFIELD	MEDFIELD	930	ASHBURNHAM	ASHBURNHAM
		Harding			Manns Crossing
737	MEDWAY	MEDWAY	931	AUBURN	AUBURN
		Woodside	932	BARRE	BARRE
738	MILLIS	MILLIS			White Valley

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Code No	City or Town Name	Village or Local Designation
933	BERLIN	BERLIN
		Carters
934	BLACKSTONE	BLACKSTONE
		Waterford
935	BROOKFIELD	BROOKFIELD
936	CHARLTON	CHARLTON
		Dodge
937	DOUGLAS	DOUGLAS
938	DUDLEY	DUDLEY
939	HARDWICK	HARDWICK
		Furnace
		Gilbertville
		Old Furnace
		Wheelwright
940	HOLDEN	HOLDEN
		Jefferson
		Quinapoxet
941	HOPEDALE	HOPEDALE
942	HUBBARDSTON	HUBBARDSTON
		Williamsville
943	LANCASTER	LANCASTER
		Thayer
944	LEICESTER	LEICESTER
		Cherry Valley
		Rochdale
945	LUNENBURG	LUNENBURG
946	MENDON	MENDON
947	MILLVILLE	MILLVILLE
948	NORTH BROOKFIELD	NORTH BROOKFIELD
949	NORTHBOROUGH	NORTHBOROUGH
950	OXFORD	OXFORD
951	RUTLAND	RUTLAND
952	SOUTHBOROUGH	SOUTHBOROUGH
		Cordaville
		Fayville
		Southville
953	STERLING	STERLING
		Loring
954	STURBRIDGE	STURBRIDGE
		Fiskdale
955	SUTTON	SUTTON
		Manchaug

Code No	City or Town Name	Village or Local Designation
		Wilkonville
956	TEMPLETON	TEMPLETON
		Baldwinville
		Otter River
957	UPTON	UPTON
958	WARREN	WARREN
959	WEST BOYLSTON	WEST BOYLSTON
		Oakdale
960	WEST BROOKFIELD	WEST BROOKFIELD
961	WESTMINSTER	WESTMINSTER
970	BOLTON	BOLTON
971	BOYLSTON	BOYLSTON
		Morningdale
973	EAST BROOKFIELD	EAST BROOKFIELD
974	HARVARD	HARVARD
		Still River
975	NEW BRAINTREE	NEW BRAINTREE
976	OAKHAM	OAKHAM
		Coldbrook Spring
977	PAXTON	PAXTON
978	PETERSHAM	PETERSHAM
979	PHILLIPSTON	PHILLIPSTON
980	PRINCETON	PRINCETON
981	ROYALSTON	ROYALSTON
<b>OUT OF STATE TOWN CODES</b>		
991	CONNECTICUT	
992	MAINE	
993	NEW HAMPSHIRE	
994	NEW YORK	
995	RHODE ISLAND	
996	VERMONT	
999	OTHER	