

## Top 30 Electronic Policy Reporting Errors

Error#	Error Text	Corrective Action	WCPOLS Record and Position	PEEP Field
97	This policy is a duplicate of a policy already on our database. Therefore we are rejecting this transaction. Follow-up is not required or necessary.	No action is required.	N/A	N/A
361	No specific location city must be blank.	When reporting the address type '6': No Specific Location leave city blank.	Address Record 03; position 111-140	Address Page; City
363	No specific location zip code must be blank or zero.	When reporting the address type '6': No Specific Location leave zip code blank.	Address Record 03; position 143-151	Address Page; Postal or Zip code
364	No specific location state must be blank.	When reporting the address type '6': No Specific Location leave state blank.	Address Record 03; position 141-142	Address Page; State
378	Policy expiration date - [---] must be greater than effective date.	The policy expiration date can not equal the policy effective date or a date earlier than the policy effective date.	Header Record 01; position 58-63	Information Page; Policy Expiration Date
427	Policy total estimated standard premium cannot be less than policy minimum premium.	The policy total estimated standard premium should be equal to or greater than the minimum premium of a policy.	Header Record 01; position 129-138	Information Page; Total Est. Std. Premium
457	Transaction issue date :[---] must be within range of transmittal letter.	The transaction issue date for the individual transaction reported in the Link Data of the transaction must be within the range of the to and from dates reported on the Submission Control Record.	Submission Control Record 99; position 66-81	N/A
514	Duplicate header records not allowed.	All policy transactions reported to NCRB can only contain one header record. If submitting through PEEP, NC can only be listed once in the 3A section.	Header Record 01; all positions	Information Page; 3A section
620	Endorsement _____ is not attached. Please provide a copy.	The endorsement has been reported on the Endorsement Identification Record '07' but the additional record has not been included to report the information from the endorsement. Example WC000308 has been reported on the Endorsement Identification Record 07 as applicable to NC but the Partners, Officers and Others Exclusion Endorsement Record 38 is missing from the policy transaction.	Depends on the endorsement reported in the error.	Endorsements
803	Reason code must be zero.	When reporting the cancellation/reinstatement id code 2-Reinstatement or 3-Nonrenewal then the Reason for cancellation code is always reported as '00'.	Cancellation/Reinstatement Record 08; position 50-51	Cancellation/Reinstatement Record; Reason for Cancellation

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827	Cancellation/Reinstatement transaction ID code is not a valid code	The only codes applicable to NC are 1-Cancellation, 2-Reinstatement or 3-Nonrenewal; 4 and 9 are not applicable in NC.	Cancellation/Reinstatement id code; position 48	Cancellation/Reinstatement Record; Cancel Code
834	Policy not found on NCRB database.	The original policy must be submitted with the 01-New transaction code or the 02-Renewal transaction code. The rejected transaction must also be resubmitted.	Entire policy transaction.	Entire policy transaction.
841	Too many transactions missing bureau state endorsement id record	All policy transactions reported to NCRB must contain an Endorsement Identification Record 07 for the state of NC (32).	Endorsement Identification Record 07; all positions	Endorsement screen
842	Too many transactions missing primary name record	All policy transactions reported to NCRB must contain one primary name reported on the Name Record 02 with the name link 001 and the continuation sequence number 001.	Name Record 02; 49-51 and 158-160	Information Page; Primary Name of Insured
866	There are duplicate transactions within the submission.	Eliminate the duplicate transaction or correct the issue dates to show different issue date for the transactions in question; then resubmit.	Link Data; position 37-41	Link Data; Trans Issue Date
869	There are duplicate 05 transactions within the submission:: issue date = [1]; ID code = [2]; C/R eff. date = [3]; seq. nbr = [4].	Eliminate the duplicate 05 transaction or correct the transaction sequence numbers to sequential order and resubmit both transactions.	Cancellation/Reinstatement Record 08; position 259-260	Cancellation/Reinstatement Record; Cancellation/Reinstatement Transaction Sequence Number
1000	ARAP factor is required for assigned and experience rated.	The insured is experience rated, the ARAP factor must be reported on the Exposure Record using statistical code 0277.	Exposure Record 05; all positions	Exposure/Premium Info; Exposures
1001	ARAP factor is below the minimum of 1.00 for policy [----].	The ARAP factor can not be lower than 1000 (1.00); correct the ARAP to show the appropriate value.	State Premium Record 04; position 166-169	Exposure/Premium Info; Additional Premium Info: Assigned Risk Adjustment Program (ARAP) factor
1035	Transaction type is not approved for electronic reporting	This carrier has not tested for this transaction code and has not been approved to submit this transaction code into our production database.	N/A	N/A
1208	WC320301[B] must be listed on all policies.	Report WC320301[B] on the Endorsement Identification Record 07.	Endorsement Identification Record 07; position 51-58 and 59	Endorsements; Create New Endorsement then Endorsement Number and Bureau Version Identifier
1210	WC000414 must be listed on all policies.	Report WC000414 on the Endorsement Identification Record 07.	Endorsement Identification Record 07; position 51-58	Endorsements; Create New Endorsement then Endorsement Number
1231	Endorsement Record 11 is not valid in North Carolina.	Do not report the Rate Change Endorsement Record 11 to NC Rate Bureau.	Rate Change Endorsement Record 11; all positions	Endorsements; 3D Endorsements WC000407 and WC000408

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1260	No location reported for entity [---].	All insured names reported must have an address associated with the insured name.	Address Record 03; position 152-154	Address Page; Name Link Identifier
1277	Too many transactions without exactly one header record	All policy transactions reported to NCRB can only contain one header record. If submitting through PEEP, NC can only be listed once in the 3A section.	Header Record 01; all positions	Information Page; 3A section
3053	This policy contains USR's and cannot be cancelled or reinstated. Please review.	Verify that the date on the cancellation matches the policy expiration date of the Unit Statistical Report (USR) we have received and if so then contact NCRB via email with the submission id and the policy# (help@ncrb.org) to have the cancellation processed.	N/A	N/A
3143	We have received multiple cancellations with effective dates of 06/28/09 and 07/17/09. Please note that the most recently issued cancellation effective 06/28/09 and issued on 09/04/09 was used to cancel the policy.	Verify that the date we have used to cancel the policy is correct. If the date is correct then no action is required. If the date is not correct then a cancellation with the correct cancel date with an issue date higher than the latest received will be needed to cancel the policy correctly.	Cancellation/Reinstatement 08; all positions	Cancellation/Reinstatement
5010	Multiple state premiums were reported with the same rating date.	Eliminate the multiple state premium records or correct the Anniversary Rating Date (ARD).	State Premium Record 04; position 160-165	Exposure/Premium Info; Additional Premium Info; Anniversary Rating Date
20013	There are duplicate non-key field change transactions within the submission.	When reporting multiple policy replacement transaction codes (08, 10, 14) for a specific policy, the transaction issue dates must be different or all will reject. Correct issue dates and resubmit.	Link Data; position 37-41	Link Data; Trans Issue Date
47063	WC000419[1] is required for this policy period.	Report WC000419 on the Endorsement Identification Record 07.	Endorsement Identification Record 07; position 51-58	Endorsements; Create New Endorsement then Endorsement Number
82022	We have not received the original policy for this change transaction.	The original policy must be submitted with the 01-New transaction code or the 02-Renewal transaction code. The rejected transaction must be resent also.	Entire policy transaction.	Entire policy transaction.