

NCRB Top 50 Electronic Policy Reporting Errors

Error#	Report Name	Error Text	Corrective Action	WCPOLS Record and Position	ManagePolicy Screen	PEEP Field	Fineable
45036	PT23 Underwriting Report	An experience rating modification factor of [1] is not being reported on the policy for experience mod effective date [2].	If Spectrum has a mod, reported policy must also have one. This edit will be bypassed if the policy is interstate rated. In NCRB it will be bypassed for change transactions for cancelled policies. NY: edit will be bypassed if the combo group is interstate rated. NY: edit will be bypassed if mod on rating history is also 1	(04) State premium record; position 93	Premium/Exposure	Exposure/Premium Info; Premium: Anniversary Rating Date	Y
65061	PT24 Data Processing Report	You have reported [1] which is not valid for this policy period. Please review.	Bureau version ID must be active for the given policy	(07) Endorsement; position 59,79,99,119,139,159,179,199,219,239,259	Endorsement	Endorsement Screen	N
47012	PT23 Underwriting Report	You have provided WC000301 but have not indicated a name, address or contract or project within the Address Record using Type of Address Code 4. This information must be present for the transaction to process.	WC320301 required on each policy and bureau version ID C required on policies with effective date 1/1/14 or later.	(07) Endorsement; position 51 , 71 , 91 , 111 , 131 , 151 , 171 , 191 , 211 , 231 , 251.	Endorsement	Endorsement Screen	Y
53001	9- Data Processing and Internal (PT24, PT25)	You have provided [1] but have not indicated a name, address or contract or project. Please provide this information.	At least one of the details fields (name, address contract/project) must be provided as a non blank value	Endorsement ID Record 24; position 71,131,185	Endorsements	Endorsement screen	N
13054	PT3 Transaction Rejection Report	No Primary name reported or primary name has been expired.	For each policy type transaction in the submission (01/02/04/06/08/10/14), count how many 02 records are reported with the transaction where the entity code/continuation sequence is 001/001. And either the transaction is not a change transaction, or it is , but the provided change expiration date is either blank, zeroes, an invalid date, or a valid date greater than or equal to the transaction expiration date. If the count is zero, report the validation message.	(02) Name Record; position 46	Entire file Rejected and none of the transactions will be visible in ManagePolicy.	Name link	Y
47063	PT23 Underwriting Report	WC000419[1] is required for this policy period.	WC000419 must be reported if the endorsement was in effect on the policy effective date.	(07) Endorsement; position 51 , 71 , 91 , 111 , 131 , 151 , 171 , 191 , 211 , 231 , 251	Endorsement	Endorsement screen	Y
47014	PT23 Underwriting Report	WC000414 must be listed on all policies.	WC000414 required on each policy. For NYCIRB, do not edit for voluntary firefighter and ambulance policies.	(07) Endorsement; position 51 , 71 , 91 , 111 , 131 , 151 , 171 , 191 , 211 , 231 , 251	Endorsement	Endorsement screen	Y
13007	PT3 Transaction Rejection Report	Duplicate header records not allowed.	Record type 01: multiples not allowed per policy.	(01) Header record;position 46	Policy Rejected and will not be visible in ManagePolicy	Information Page	Y
25018	PT24 Data Processing Report	Minimum premium on header record must be numeric and greater than zero.	Must be numeric and above zero. If not numeric, convert value to zero.	(01) Header record;position 117	Information Page	Information Page	N

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54001	PT24 Data Processing Report	Location not covered cannot be blank on WC000302 endorsement record 25.	Cannot be all space.	(25) Designated Workplaces Exclusion; position 71	Endorsement	Endorsement screen	N
13015	PT3 Transaction Rejection Report	Multiple primary names reported or primary name not reported for full policy dates. Multiple primary names are not allowed and a primary name must span the entire policy period.	Record type 02: multiple primary names not allowed (entity code & continuation sequence number = 001).	(02) Name Record; position 46	Policy Rejected and will not be visible in ManagePolicy	Information Page	Y
25011	PT24 Data Processing Report	Legal nature text cannot be blank for code 99 on header record type 01.	Cannot be space if legal nature of insured is 99.	Header Record 01; position 58-63	HEADER RECORD - TEXT FOR "OTHER" LEGAL NATURE OF INSURED	Information Page	N

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13053	PT3 Transaction Rejection Report	No name reported or name has been expired.	Record type 02: at least one record (primary or bureau state non-primary) required per policy where the name is not blank. For each policy type transaction in the submission (01/02/04/06/08/10/14), get a count of non-blank name records where the transaction is either a policy transaction (01/02/04/06), or a non-key change transaction (08/10/14/15) where the expiration date of policy changes for the name record is either empty, all zeros, is not a valid date, or is a valid date that is greater than or equal to the policy expiration date of the transaction. If the count returns zero, then you will report the validation message, otherwise you continue checking. If the count is at least one, then at least one name must be primary so check the same count (use the same criteria), but also ensure the name link code is 001. If this second count is zero, then find the first name record that is not blank and is not, 001 and is linked to an address where the state is the dco state or the state link code is the dco state code, and the transaction is either a policy transaction (01/02/04/06), or a non-key change transaction (08/10/14/15) where the expiration date of policy changes for the name record is either empty, all zeros, is not a valid date, or is a valid date that is greater than or equal to the policy expiration date of the transaction. If this latest count returns zero, then you report the validation message for this transaction.	(02) Name Record; position 46	Policy Rejected and will not be visible in ManagePolicy	Information Page	N
13011	PT3 Transaction Rejection Report	Address type 1 or 2 is required.	Each tape transaction must have at least one (RECORD TYPE 03) with an address type of '1' or '2'. Report an error there are none	(03) Address; position 48	Policy Rejected and will not be visible in ManagePolicy	Address Page	Y
23009	PT3 Transaction Rejection Report	No mailing address is reported.	Record type 03: mailing address required per policy.	(03) Address; position 46	Policy Rejected and will not be visible in ManagePolicy	Address page	Y
30025	PT23 Underwriting Report	FEIN [1] cannot be zero on name record type 02.	For name where name link code and continuation sequence number are both 001, must be greater than zero.	(02) Name Record; position 149	Insured Name	Name	N
40055	PT23 Underwriting Report	ARAP must equal to the value shown on the experience rating [1].	Must equal the value shown in Spectrum	(04) Premium record; position 166	Premium/Exposure	Exposure/Premium Info	N

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58003	PT24 Data Processing Report	At least excluded name required on WC000308 endorsement record type 38.	At least one non-blank name must be entered. (this is the same, as validation 1 - meaning you must have at least one non-empty record. In the first one.)	Record 38; Position 72,133,194	Endorsement	Endorsement	N
11020	PT3 Transaction Rejection Report	Carrier [1] is not authorized for normal assigned risk policy.	If type of business is plan indicator 2 (assigned) the carrier must be an assigned risk carrier. MA: if type of business is plan indicator 5 (voluntary direct) the carrier must be a vdac.	(01) Header record;position 1	Transaction rejected and will not be visible in ManagePolicy.	Information Page	Y
13002	PT3 Transaction Rejection Report	Policy expiration date - [1] must be greater than effective date.	Policy expiration date must be greater than policy effective date.	LD / (01) Header record; position 31,58	Transaction rejected and will not be visible in ManagePolicy.	Information Page	Y
81016	PT3 Transaction Rejection Report	Header record is missing.	Record type 01: required per policy	(01) Header Record; position 46	Transaction rejected and will not be visible in ManagePolicy.	Information Page	Y
47069	PT23 Underwriting Report	All assigned risk policies effective 1/1/11 and later must list endorsement[1] [2] on the policy. Please correct the policy to add [3] endorsement[1].	Endorsement WC000417b is required for A/R policies as of 1/1/11. Endorsement WC000418f is required for A/R policies with a standard premium of >= \$250,000 as of 1/1/12.	(07) Endorsement; position 51 , 71 , 91 , 111 , 131 , 151 , 171 , 191 , 211 , 231 , 251	Endorsement	Endorsement	Y
45051	PT23 Underwriting Report	Expense constant is required on all policies.	If plan indicator is 2 (assigned risk), must have at least one 04 record that includes a non-zero expense constant. Exception: unless total premium = minimum premium.	(04) Premium record; position 118	Premium/Exposure	Exposure/ Premium	N
12002	PT3 Transaction Rejection Report	Carrier ID is not valid - [1].	Must exist on Spectrum's carrier table.	Link Data; position 1	Transaction rejected and will not be visible in ManagePolicy.	Information/Key Policy	Y
81009	PT3 Transaction Rejection Report	Policy expiration date: [1] is not a valid date.	Policy expiration date must be valid date (cannot be blank).	(01) Header; position 58	Header record	Information page	Y
23008	PT3 Transaction Rejection Report	Mailing address with street: [1], city: [2], state: [3], zip: [4], geographic area: [5], and country: [6] is not complete.	Record type 03: mailing address cannot have blank city, state or zip. WI, MA: if the zip5 contains special characters, treat it as if the zip is blank. Mailing address also cannot have invalid state, non-numeric zip5, all-zero zip5, or zip code less than	(03) Address record; position 46	Transaction rejected and will not be visible in ManagePolicy.	Address	Y
25069	PT24 Data Processing Report	Warning: Prior policy number of a renewal policy should not be blank.	Cannot be all space if transaction code is 02 (renewal). (note: second piece, "cannot be all zeros," was moved to v10.)	(01) Header Record; position 77	Information Page	Information page	N
48004	PT3 Transaction Rejection Report	Reason code not valid.	If the transaction ID code = 1 (cancellation); 3 (non-renewal) (not MN, NC, NY); or 4 (cancellation of coverage notice) must be one of the following: NY: 01-21, 99. MN: 01-21, 99; WI: 01-05, 07-09, 13-19. NC: 01-10, 12-21, 99. MA: 01-21, 99.	(08) Cancellation/Reinstatement	Cancellations/Reinstatement and Status of Policy in Detailed Information	Cancellation/Reinstatement Record; Cancel Code	N

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48031	PT3 Transaction Rejection Report	Date not within policy period.	Must be within policy period; if it is a cancellation, the effective date must be within the policy period.	(08) Cancellation/Reinstatement	Transaction rejected and will not be visible in ManagePolicy.	Cancellation/Reinstatement Record; Cancel Code	Y
25056	PT23 Underwriting Report	Producer Agency name is required for all new assigned risk policies.	Cannot be blank if plan indicator is 2 (assigned).	(01) Header record; position 182	Address	Information page	N
47015	PT23 Underwriting Report	Endorsement WC000326A is not attached.	WC000326a required if (2) assigned risk.	(07) Endorsement; position 51 , 71 , 91 , 111 , 131 , 151 , 171 , 191 , 211 , 231 , 251	Endorsement	Endorsement	Y
13031	PT3 Transaction Rejection Report	Invalid punctuation marks in the name of insured field in the [1] name record, continuation sequence number [2].	The name field of 02 records cannot consist of only punctuation marks.	(02) Name record; position 53	Transaction rejected and will not be visible in ManagePolicy.	Name	Y
13016	PT3 Transaction Rejection Report	Multiple mailing addresses not allowed. Please correct.	Record type 03: multiple mailing addresses not allowed.	(03) Address record; position 46	Entire file Rejected and none of the transactions will be visible in ManagePolicy.	Address	Y
25051	PT3 Transaction Rejection Report	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	Transaction Rejected and will not be visible in ManagePolicy	Link Data; Trans Issue Date	N
45010	PT24 Data Processing Report	Premium: [1] on [2] for class code [3] must be numeric.	Must be numeric. Store zero.	(04) State Premium record; position 108	Premium/Exposure	Exposure/ Premium	N
48007	PT3 Transaction Rejection Report	Cancellation/reinstatement effective date [1] is not a valid date.	Must be a valid date.	(05) Exposure; position 289	Premium/Exposure	Exposure/ Premium	Y
21012	PT24 Data Processing Report	Policy total estimated standard premium [1] must be numeric.	Must be numeric.	(01) Header record; position 129	Information Page	Information Page	N
25060	PT23 Underwriting Report	Assigned renewal policy - prior policy is not assigned risk.	If 2 and transaction code is 02 (renewal), the prior policy found on the Spectrum must be for an assigned policy or assigned binder with the same carrier ID. If 5 and transaction code is 02 (renewal), the prior policy found on the Spectrum must be for a vdac policy with the same carrier ID.	(01) Header record; position 108	Information Page	Information Page	N
25048	PT23 Underwriting Report	Employee Leasing - WC000321 must be reported.	If 3 and assigned risk, endorsement WC000321 must be attached.	(01) Header record; position 5	Endorsement	Endorsement	N
65046	PT23 Underwriting Report	Policy period endorsement must be reported for period Type ?other?.	Record type 13: required if the period type is 8.	(13) Policy period endorsement	Endorsement	Endorsement	N
40007	PT24 Data Processing Report	Exposure: [1] for exposure record class code [2] must be numeric.	Must be numeric, zero is allowed. WI: exception: exposure must be zero for class code 9046.	(05) Exposure; position 95	Exposure	Exposure/ Premium	N
81010	PT3 Transaction Rejection Report	Policy effective date is not a valid date.	Must be valid date. Note - The same edit also exists as 11005.	Link Data; position 31	Transaction Rejected and will not be visible in ManagePolicy	Link Data Information/ Key Policy Data Elements	Y

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25063	PT3 Transaction Rejection Report	Plan indicator is not valid.	NC: must be one of the following: 1 (voluntary), 2 (assigned), 7 (supplemental), S (self insured)	(01) Header Record; position 108	Transaction Rejected and will not be visible in ManagePolicy	Information Page	Y
35027	PT3 Transaction Rejection Report	Mailing address must be a specific location.	The following are not allowed: "NO SPECIFIC LOCATION" "NO SPECIFIC LOC" "MAIN STREET" "anywhere in wisconsin".	(03) Address record; position 51	Address	Address	Y
45007	PT24 Data Processing Report	Experience mod factor must be numeric on state premium record type 04.	Must be numeric.	(04) State Premium record; position 93	Transaction rejected and will not be visible in ManagePolicy.	Premium	Y