

## ELECTRONIC STATISTICAL REPORTING

Refer to the TICO web-site home page, [www.ticostat.com](http://www.ticostat.com), for documents\* describing the various items described below:

- A. Record Layouts – Click **Residential/Statistical Plans**. A new window will open; from it, click the **Stat Plan** you want, then click **OK**. A third window will open containing the Stat Plan you selected. The Stat Plans are maintained by the Texas Department of Insurance and contain premium and loss record layouts.
- B. Edits - Click **Residential/Documents**. Click **Edits yyyy – Part 1** for submission, error correction, and transmittal instructions. Click **Edits yyyy – Part 2** for edit information.
- C. Transmittal Form – Click **Residential/Documents/Transmittal Form**. A separate form must be completed and submitted for each NAIC company.

Media requirements are:

<i>Media Type</i>	<i>Type of Data</i>	<i>Record/Block</i>
IBM 3480/3490 cartridge	ASCII or EBCDIC	150/32,700 max
IBM Diskettes (1.44MB)	ASCII	150/NA
CD	ASCII or EBCDIC	150/NA

The basic reporting procedure is as follows:

1. Within 45 days after the close of a month, the Company will forward a tape of all paid losses and premium. Outstanding losses are due 45 days after the close of the calendar year. Records are to be formatted as described under Record Layouts above.
2. A completed Transmittal Form must be included with each media. Affix a label to each media showing:
  - a. Loss or Premium
  - b. Company Name or Group
  - c. Accounting Month and Year
  - d. Total Records
  - e. Total Amount of Loss or Premium
3. File(s) will be edited for incorrect coding. If the result of the edit produces errors in excess of tolerance, the data will be returned to the company for correction.

\* To view most of these documents, Adobe Acrobat Reader (AAR) must be installed on your computer. Click <http://www.adobe.com/products/acrobat/readstep2.html> to download a free copy of AAR.