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CIRCULAR LETTER 2349—March 9, 2023

TO: Members of the Bureau

RE: Wisconsin Designated Named Insured Cancellation Endorsement Record Layout

Attention: Policy Data Reporting Personnel

On January 23, 2023, Circular Letter 3248 announced the Wisconsin Designated Named Insured Cancellation Endorsement. This endorsement allows proper notification of mid-term cancellation of coverage for named insureds on a policy.

The record layout to report the endorsement electronically will be officially available in May, with the next release of the WCIO WCPOLS data reporting specifications. In order to provide the opportunity for the industry to begin making necessary programming changes prior to the official release, attached to this Circular is the record layout to report the Wisconsin Designated Named Insured Cancellation Endorsement.

WCRB will post an announcement to the News & Updates Center of the WCRB website when we are ready to accept test submissions for any carriers who choose to test, as well production submissions of the new endorsement.

Please contact the staff below for clarification or with any questions.

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Field No.	Field Title/Description	Class	Position	Bytes
WISCONSIN NAMED INSURED CANCELLATION ENDORSEMENT				
1	LINK DATA <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA</i> Link Data is a collection of data elements that are common to all records in the data specification. These common data elements allow the applicable records to be joined. For presentation purposes only, Link Data is shown as Record Type 0 or 00 and should not be considered a separate record but rather a sub-record within each record.	AN	1-43	43
2	STATE CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA</i> Report "48".	N	44-45	2
3	RECORD TYPE CODE <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA</i> Report "EJ".	AN	46-47	2
4	RESERVED FOR FUTURE USE		48-50	3
5	ENDORSEMENT NUMBER <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA</i> Report "WC480323".	AN	51-58	8
6	BUREAU VERSION IDENTIFIER (EDITION IDENTIFIER) <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, PA</i> Report the bureau-approved version identifier that corresponds to the Endorsement Number reported.	A	59-59	1
7	CARRIER VERSION IDENTIFIER <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA</i> Report the identifier used by the carrier to determine the version of the endorsement applied to the policy.	AN	60-70	11
8	NAME OF INSURED <i>NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA</i>	AN	71-160	90

Report the Name of Insured being cancelled. Report one Name of Insured per Record Type Code EJ.

9 **ADDRESS OF INSURED** AN 161-240 80

NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA

Report the Address of Insured being cancelled.

10 **REASON FOR CANCELLATION CODE** N 241-242 2

NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA

Report the code identifying the reason for cancellation

Code Description

01 Retiring from Business or Out of Business

02 Completed Operations (No Employees/No Exposure/No Operations)

03 Cancelled by Employer

08 Change of Interest or Ownership and/or Business Sold

09 Coverage Placed Elsewhere

13 Misrepresentation of Information on Application

11 **CANCELLATION EFFECTIVE DATE** N 243-250 8

NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA

Report the Named Insured Cancellation Effective Date. Format YYYYMMDD.

12 **RESERVED FOR FUTURE USE** 251-254 4

13 **PRIMARY NAME OF INSURED** AN 255-288 34

NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA

Report all or a portion of the primary name of the insured as accommodated by this field. This field is required when this record is submitted using Transaction Code 03.

14 **ENDORSEMENT EFFECTIVE DATE** N 289-296 8

NOT APPLICABLE: CA, DE, MA, MI, MN, NC, NCCI, NJ, NY, PA

Report the date that the endorsement becomes effective on the policy. Format YYYYMMDD.

15 **RESERVED FOR FUTURE USE** 297-300 4