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USR Control List
Data File

Revised: February 2015

Insurers may obtain a text file listing of their policies with USRs due for the defined month/year via FTP and/or WCIRB Connect.

Workers' Compensation Insurance Rating Bureau of California
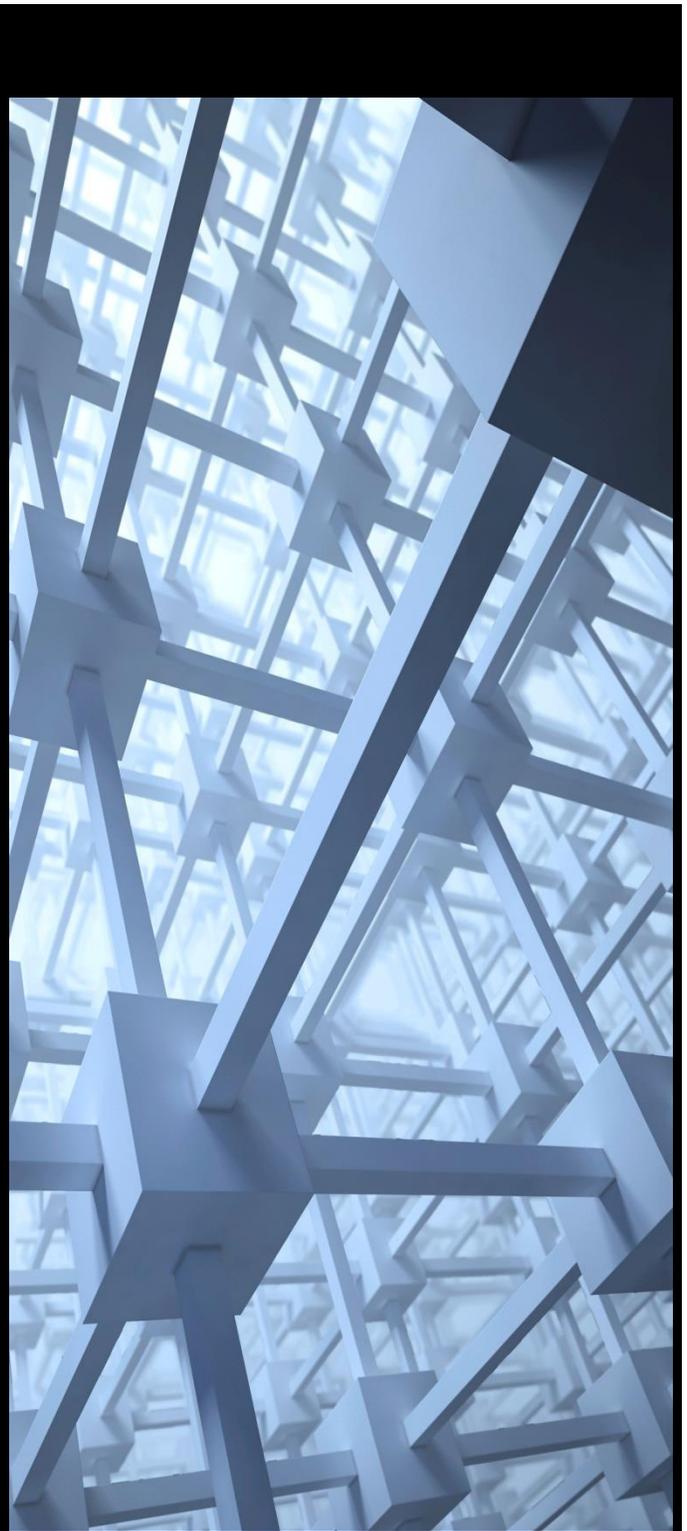
Notice
This *USR Control List Data File* was developed by the Workers' Compensation Insurance Rating Bureau of California for the convenience and guidance of its members. It does not bear the official approval of the Insurance Commissioner and is not a regulation.

Overview

The Workers' Compensation Insurance Rating Bureau of California (WCIRB) offers a listing of your policies with USRs due for the month/year. The control list data file is sent via FTP and/or WCIRB Connect. In WCIRB Connect, the data product can be retrieved from the navigation Menu by clicking Reports/Data Products.

This guide will outline the format of the assist you in programming your system.

File Naming Convention

The format of the file name is MMDDYYYY/XXXXX_YYMMDD_USRCTRL_N

        MMDDYYYY – date of report evaluation
        XXXXX – Group Code
        YYMMDD – date of file creation
        N – file number, incremented by 1 for each file created on same date

Basic File Presentation

The file starts with a Group Name, Report Generation Date. The next line contains the carrier name.

Control Policy List

The report lists policies grouped by Carrier Name, Report Level.

Policy Number, Policy Inception Date and Bureau Number are listed for each policy where USR is due for the month/year.

EXAMPLE of File

```
        ·   ·   1   ·   ·   ·   2   ·   ·   ·   3   ·   ·   ·   4   ·   ·   ·   5   ·   ·   ·   ·   ·   7

XYZ Group                    ,20141215
XYZA Insurance Co
1ST
        WC00ABC9699          -      ,20131022,9991155
        WC009999698          -      ,20131001,9999792
        WC008888109          -      ,20131025,8888332
2ND
        WC00894442X          -      ,20121001,8888816
        WC00FGH1710          -      ,20121001,7777628
3RD
        WC0LMN0981B          -      ,20111016,0999945
4TH
        WC00GHI211C          -      ,20101005,9999190
5TH
        WC077777091          -      ,20091016,9999945
6TH
        WC088888884          -      ,20081005,9999922
7TH
        WCABC105X            -      ,20071031,9994924
8TH
        WCOP333XY            -      ,20061001,9998310
9TH
        WC13ABC34            -      ,20051001,9999860
10T
        WC5HIJ887            -      ,20041001,0208310
The MNOP Company
1ST
        WC0ABCD1450          -      ,20131001,9999152
        WC00EFGH458          -      ,20131001,9999771          |
2ND
        WC0IJK45112          -      ,20121031,8787493
```

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Control File Format

Header Record

Field Name	California Clarification	Class	Position	Bytes
Group Name	Operating Group Name	AN	1-32	31
,	" , "	AN	33	1
Report Date	Date file created	YYMMDDDD	34-42	8

Carrier Name The data for each Carrier in the Group is listed. Rated and Unrated policies are listed for each Carrier in Group, when data exists.

Field Name	California Clarification	Class	Position	Bytes
Carrier Name	Name of Carrier	AN	1-32	31

RATED, Report Level Policies are listed grouped by report level

Field Name	California Clarification	Class	Position	Bytes
Report Level	Report Level number Example: 1ST, 2ND, 3RD, 4TH, etc.	AN	1-3	3

Policy Listing Policies are listed for the Report Level defined

Field Name	California Clarification	Class	Position	Bytes
Blank			1-6	6
Policy Number	The policy number parsed into prefix, body, suffix and unit if the policy was reported via hardcopy or the 18-character string if the policy was reported via WCPOLS.	AN	7-26	20
-	"-"	AN	27	1
Blank			28-33	6
,	","	AN	34	1
Policy Inception Date	The inception date of the policy.	YYYYMMDD	35-42	8
,	","	AN	43	1
Bureau Number	The Bureau Number as a 7 digit number with '0' in the first position if Bureau Number is 6 digits.	N	44-50	7