

Annual Audit and Collections Report (CY ____)
Insurance Carriers
Data Reporting Instructions
Electronic Reporting Instructions for the Annual Audit and Collections Report

File Content Format

<u>Column Label</u>	<u>Column Content</u>
Field 1	Reporting Insurance Company Name
Field 2	Insurance Company NAIC Number
Field 3	Insurance Company NAIC Group Number
Field 4	Year Covered by Report (i.e. CY ____)
Field 5	Insurance Company's Policy Number
Field 6	Insured Company's Name
Field 7	Insured Company's Street Address
Field 8	Insured Company's City
Field 9	Insured Company's State
Field 10	Insured Company's Zip Code
Field 11	Insured Company's Federal Employers ID Number
Field 12	Insured Company's NAICS Code (formerly SIC Number)
Field 13	Policy Effective Date (YYYY/MM/DD)
Field 14	Transaction Code (Issuance, Endorsement, Retro Transaction, Audit, Cancellation etc.)
Field 15	Type of Policy (Standard, Deductible, Coal, Coal/Deductible, Retro, LRARO, etc.)
Field 16	Accounting Date Of Each Transaction (YYYY/MM/DD)
Field 17	Direct Written Premium Reported to NAIC
Field 18	Direct Written Premium Reported to KWCFC
Field 19	Reconciling Entry (NAIC – KWCFC)
Field 20	Deductible Adjustments
Field 21	Deductible Policy Schedule Rating Adjustments
Field 22	Negotiated Retrospective Rating Arrangements, including but not limited to, NRO/LRARO Adjustments
Field 23	All Employers Special Fund Assessments
Field 24	Coal Premium
Field 25	Additional Assessment for Coal
Field 26	USL&H/Federal Class Premium

Note: For the Annual Audit and Collection Report, 26 fields should be provided for each CY ____ policy transaction. Fields can be up to 128 characters in length.

File Format

The most preferred methods for saving the data are listed in order of acceptance below:

1. Files saved in Microsoft Excel (one file per entity).
2. ASCII text delimited files using a semicolon (;) as a field separator and a carriage return to indicate the end of the record.

Data should be sent via email to: kwcfinfo@ky.gov

Or may be mailed on labeled CD or DVD to:

Kentucky Workers' Compensation Funding Commission
42 Mill Creek Park
Frankfort, Kentucky 40601