



COMMONWEALTH AUTOMOBILE REINSURERS

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RALPH A. IANNACO
PRESIDENT

June 15, 2010

BULLETIN NO. 928

Procedures for Submitting Youthful Data Verification Records

At its February 17, 2010 meeting, the Governing Committee unanimously approved the recommendation of the Operations Committee to direct Staff to develop a new input process for the verification of youthful classification codes for those companies not utilizing the Merit Rating Board for merit rating status. The data collected through this new input process will be used to verify quota share credits for youthful operators.

Assigned Risk Carriers that do not utilize the Merit Rating Board to obtain merit rating status are required to report youthful data verification records on a monthly basis. A youthful data verification record must be reported for every youthful operator for which corresponding statistical records are contained in the monthly accounting/statistical submission. This verification submission must be reported by the 1st business day of the month that the corresponding accounting submission is due. For example, the January submission is generally due on March 15th and thus the youthful data verification submission is due on March 1st. Newly reporting companies should begin reporting youthful data verification submissions in the same calendar month that they begin reporting statistical data. A template is available on the Data Transfers page of CAR's website for the required data elements, which are:

- Policy Identification Number
- Policy Effective Date (YYYYMMDD format)
- License Number
- License State
- Transaction Type
 - 1 = New Business
 - 2 = Renewal Business
 - 3 = Change/Add Youthful Driver
- Transaction Date (YYYYMMDD format)

The verification of credits associated with youthful operators is part of the monthly Quota Share process. Accordingly, the youthful data verification records will be loaded into CAR's Rule 29 Credit Edit System and used to edit the statistical records reported with youthful operator classification codes. Information about Rule 29 Credits and the associated Rule 29 Credit Edit System can be found in the Manuals section of CAR's website.

CAR has developed a secure area on its website for non-inquiring Assigned Risk Carriers to upload youthful data verification records via a .csv comma separated data file. The procedures for uploading the file are:

- Log on to www.commauto.com
- Select Reports
- Select Data Transfers
- Select Youthful Driver Data Upload
- On the next screen, select the company number, accounting date, and then Browse to find the file
- Move the filename into the designated box and select Upload
- The Upload function will grab the file and load it to CAR's server
- It is important that the filename be named using the following format: cono_actgdate_type.csv where:
 - cono – represents the three digit company number assigned by CAR
 - actgdate – represents the monthly accounting shipment that the youthful verification records correspond to (YYYYMM format)
 - type – is a single character containing “o” for original or “r” for resubmissionExample: 999_201009_o.csv

Because this is a secure link, a user ID and password is required to access the application (and each user is required to have a unique user ID). Please contact your company's designated security administrator for assistance in obtaining access or a new user ID.

Questions relative to the reporting of Youthful Data Verification Records should be directed to the attention of the undersigned at 617-880-7258 or wbrowne@commauto.com.

WENDY BROWNE
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