

**PRIVATE FLOOD INSURANCE  
DATA CALL  
File Creation Assistance**

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## SUBMISSION INSTRUCTION

Each company that wrote premium for private flood insurance in **2018 for 2018 submission and 2019 for 2019 submission** should submit an **XLSX** file through the **Regulatory Data Collection portal**. The file **MUST** be in XLSX format.

A company contact will need to be assigned to file the report in the RDC application. Filing requires a myNAIC account username and password assigned the following role:  
FLOOD\_USER\_PR.

The company contact assigned to submit the data file should send an email to [help@naic.org](mailto:help@naic.org) requesting:

- myNAIC account setup (if not already setup), and;
- the role FLOOD\_USER\_PR assigned.

Files should contain all 6 parts as shown on the data template provided **here**.

Data elements will be checked upon upload to the system. If the file contains errors as described below, the file will be rejected, and errors must be corrected prior to submission.

**FILE FORM AND FORMAT**

The template provided must include six tabs in the following order: Part 1, Part 2, Part 3, Part 4, Part 5, Part 6.

**ORDER MATTERS: DO NOT REARRANGE THE TABS OR DATA CONTAINED IN THE TEMPLATE. REARRANGING THE TEMPLATE WILL RESULT IN A FAILED SUBMISSION.**

**Please do not include special characters including dollar symbols or quotation marks ANYWHERE in the file or the data will be mapped incorrectly resulting in a failed submission.**

Part 1 should include the following elements.

<b>Data Element</b>	<b>Input Requirements</b>
NAIC Company Code	REQUIRED. Submission will fail if no valid cocode is found. Numeric (max length = 5 characters)
Company Name	REQUIRED. Submission will fail if no value is found. Alphanumeric
NAIC Group Code	Numeric
Group Name	Alphanumeric
Submission Contact Name	Alphanumeric
Contact E-Mail Address	<a href="mailto:example@naic.org">example@naic.org</a> (typical address characters are approved such as: dash, underscore, period, numerals) REQUIRED. Submission will fail if no valid email is found.
Data Year	2018 <b>OR</b> 2019, please ensure the correct data year is provided prior to submission, otherwise data may not be mapped correctly resulting in a failed submission. REQUIRED. Submission will fail if no valid data year is found.

PARTS 2 through 6 should include the following elements.

Column A of the template should be unaltered and include the full state & District of Columbia in alphabetical order, followed by the territories in alphabetical order and a total on the final row, (row 58). The total row will not be captured in the data, it is offered as a visual check for companies submitting the data.

The 19 data elements listed in row 1 along the top of the spreadsheet should consist of the following data elements.

<b>Data Element</b>	<b>Input Requirements</b>
States, Etc.	Locked field; do not alter column.
State Abbreviation	Locked field; do not alter column.
Coverage Type	Locked field; do not alter column. Values available are: Residential, Commercial
Policy Type	Locked field; do not alter column. Values available are: Standalone, Endorsement, All (All includes Standalone and Endorsement, this is for commercial coverage only)
Covered Loss	Locked field; do not alter column. Values available are: First Dollar, Excess, All (All includes First Dollar and Excess, this is for commercial coverage only)
Direct Written Premium	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Direct Premium Earned	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Direct Losses Paid (Deducting Salvage)	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Direct Losses Incurred	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Direct Losses Unpaid	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Defense and Cost Containment Expense Paid	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Defense and Cost Containment Expense Incurred	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Defense and Cost Containment Expense Unpaid	Numeric Commas and decimals allowed, no special characters (i.e. dollar signs, quotation marks)
Number of Policies In Force End of Prior Year	Numeric No decimals or special characters allowed. Negative values NOT allowed.
Number of Policies In Force End of Current	Numeric

Year	No decimals or special characters allowed. Negative values NOT allowed.
Number of Claims Open Beginning of Current Year	Numeric No decimals or special characters allowed. Negative values NOT allowed.
Number of Claims Opened during the Reporting Year	Numeric No decimals or special characters allowed. Negative values NOT allowed.
Number of Claims Open End of Current Year	Numeric No decimals or special characters allowed. Negative values NOT allowed.
Number of Claims Closed with Payment	Numeric No decimals or special characters allowed. Negative values NOT allowed.

## **CROSS FIELD VALIDATION**

If premium earned (column G) is greater than zero, policies in force either end of prior year (column N) or end of current year (column O) should also be greater than zero. If you earned premium, you must have had policies in force.