



**Surplus Lines - Bulk Upload
User Data Element Reference Guide**

Any deviation from the layout or any errors in the field data will cause the entire file to be rejected.

Users have the ability to upload their surplus lines transactions using the bulk upload option. To use the bulk upload users must create a CSV file using the file layout provided in the Data Element section of this guide. Users must follow this layout precisely. The file must be a CSV file. The file name must be your username plus the file extension CSV. Example would be SLTAXA12345.csv.

RULES AND EDITS FOR THE DATA FIELDS

Do not use headers or field names in the CSV file.

The CSV file is a comma delimited file therefore the data fields **must not** contain any commas. **Do not** put a comma between the first and last name of the insured. **Do not** add commas to the numeric data.

The item number (ITEM_NUM) must be a unique number. If the number is a duplicate of what is already in the database the transfer will fail and the **entire file will be rejected.**

Only numeric codes will be accepted for the surplus lines company (SL_CO_CD), the type of risk (RISK_TYPE_CD), type of insurance (INS_TYPE_CD), Ohio county (OH_COUNTY_CD), and exemption type (SL_EXEMPTION_CD). Refer to the code tables in the Data Element section of this guide. Any deviation from these codes will cause the **entire file to be rejected.** Surplus lines companies are added and deleted though out the year. You will need to periodically check the list on the website for updates.

The Reporting Year (DATA_YR) field **must** contain the current calendar year except for the month of January. In January the system will accept either a Reporting Year of the current calendar year or the previous calendar year. Example would be files submitted in January 2007, the system will accept a Reporting Year of 2006 or 2007.

The policy expiration date (TERM_DT) must be equal to or greater than the policy effective date (POL_DT) or the **entire file will be rejected.**



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All dollar amount fields, (LIMIT_LIABILITY), (GROSS_PREMIUM), (TAX_AMOUNT) **must** only contain numbers. Minus (-) signs, dollar (\$) signs and commas will cause the **entire file to be rejected**.

The tax amount (TAX_AMT) must be 5% of the data in the gross premium field (GROSS_PREMIUM) **rounded to the nearest cent** or the **entire file will be rejected**.

The premium type (GROSS_PREMIUM_TYPE) must be either charge (CHRG) for new premium/debit or return (RTN) for cancellations/credit.

The tax type (TAX_TYPE) must be either TAX or EXMP. If the record is tax exempt the tax type (TAX_TYPE) will be EXMP. If the tax type is exempt the exemption code must be entered in the (SL_EXEMPTION_CD) field. If the exemption code is 99 a reason for the exemption must be entered in the (SL_OTH_EXEMPT) field. Any deviation from this will result in the **entire file being rejected**.



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DATA ELEMENTS

Main Data Element Table

Row Nbr	Field Name	Data Type	Data Type Length	Required	Field Description
1	ITEM_NUM	CHARACTER	25	Y	This should be a unique number for this Organization
2	NAMED_INSRD	CHARACTER	75	Y	This is the Insured Name
3	SL_CO_CD *	NUMBER	5	Y	This is the Surplus Line Companies CODE
4	DATA_YR	NUMBER	4	Y	This is the Year for which the data is being reported
5	INS_TYPE_CD *	NUMBER	2	Y	Code indicating the Type of Insurance
6	LOC_RISK_CTY	CHARACTER	25	Y	City of Location of Risk
7	LIMIT_LIABILITY	NUMBER	13,2	Y	Liability Amount
8	POL_DT	DATE	MM/DD/YYYY	Y	Start Date of the Policy
9	TERM_DT	DATE	MM/DD/YYYY	Y	End Date of the Policy
10	GROSS_PREM	NUMBER	13,2	Y	Gross Premium Charged
11	GROSS_PREM_TYPE *	CHARACTER	4	Y	Gross Premium Type Charged - CHRG = Charged, RTN = Return
12	TAX_TYPE *	CHARACTER	4	Y	Indicator of Tax Amount (TAX) or Tax Exempt Amount (EXMP)
13	TAX_AMT	NUMBER	13,2	Y	This is the Amount of tax reported
14	OH_COUNTY_CD *	NUMBER	2	Y	Indicate Ohio County of the location of Risk CODE
15	RISK_TYPE_CD *	NUMBER	2	Y	Code indicating the Risk Type
16	SL_EXEMPTION_CD *	NUMBER	2	N	Code indicating the Exemption Type
17	SL_OTH_EXEMPT	CHARACTER	75	N	Description of Other Exemption

* See Code Tables below for reference



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Codes Tables Reference

SL_EXEMPTION_CD

CODE	DESCRIPTION
1	Captive
2	Professional or Medical Liability Insurance for Hospital
99	Other

GROSS_PREM_TYPE

CODE	DESC
CHRG	CHARGED
RTN	RETURN

TAX_TYPE

CODE	DESC
TAX	Tax Amount Type
EXMP	Exempt Amount Type

INS_TYPE_CD

CODE	DESC
27	Boiler & Machinery
26	Burglary & Theft
21	Commercial Auto
5	Commercial Multiple Peril or Package
28	Credit
23	Fidelity & Surety
1	Fire and Allied Lines
17	General Liability
9	Inland Marine
18	Liquor Liability
11	Medical Malpractice
36	Professional Liability
99	Other



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RISK_TYPE_CD

CODE	DESCRIPTION
1	Construction
2	Entertainment
3	Governmental Entity
4	Hospital, Clinic, Surgery Center, Etc.
5	Hotel/Motel
6	Manufacturing
7	Medical Professional (Physician, Dentist, Nurse, Etc.)
8	Non Medical Professional (Architect, Consultant, Lawyer, Etc.)
9	Nursing Home, Long Term Care Facility, Etc.
10	Primary Education (K-12), Daycare
16	Restaurants, Bars, Night Clubs, Etc.
11	Retail
12	Secondary Education (College/University)
13	Trucking
14	Utilities
99	Other



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SL_CO (Company Name)

CODE	NAMED_INSRD
37063	ACE European Group, Limited
38419	ACE Seguros, S.A.
30024	APSpecialty Insurance Corporation
41782	ARCH Insurance Company (Europe) Ltd
37069	AXA Corporate Solutions Assurance
38420	AXIS Specialty Europe Limited
16521	AXIS Specialty Insurance Company
16588	AXIS Surplus Insurance Company
16496	Acceptance Indemnity Insurance Company
16497	Admiral Insurance Company
16498	Adriatic Insurance Company
17005	Agri Insurance Exchange Risk Retention Group
37064	Alea London Limited
34944	Alea North American Specialty Insurance Company
32193	Alliance of Nonprofits for Insurance
37065	Allianz Marine & Aviation (France)
37066	Allianz Marine & Aviation Versicherungs-Aktiengesellschaft
16500	Allianz Underwriters Insurance Company
35919	Allied Professionals Insurance Group
16520	Allied World Assurance Company (US), Inc.
38641	AmeriGuard Risk Retention Group, Inc.
17044	American Association of Orthodontists Insurance Co (a RRG)
17006	American Contractors Insurance Company Risk Retention Group
16503	American Empire Surplus Lines Insurance Company
16504	American Equity Insurance Company
17051	American Excess Insurance Exchange, Risk Retention Group
17007	American Feed Industry Insurance Company Risk Retention Group Inc
26196	American Healthcare Specialty Insurance Company
16506	American International Specialty Lines Insurance Company
16507	American Mining Insurance Company
16596	American Safety Indemnity Company
17008	American Safety Risk Retention Group Inc
34891	American Trucking and Transportation Insurance Company RRG
40282	American Western Home Insurance Company
16508	Appalachian Insurance Company
35450	Applied Medico-Legal Solutions RRG Inc
25825	Arch Excess & Surplus Insurance Company
16583	Arch Specialty Insurance Company
17003	Architects and Engineers Insurance Company
37067	Aspen Insurance UK Limited
16524	Aspen Specialty Insurance Company
37068	Associated Electric & Gas Insurance Services Limited (AEGIS)



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16509	Associated International Insurance Company
40574	Astraea Risk Retention Group, Inc.
27995	Atlantic Casualty Insurance Company
40560	Atlas Risk Retention Group
17045	Attorneys' Liability Assurance Society Inc, A Risk Retention Group
27731	Automotive Underwriters Insurance Company, A Risk Retention Group
40893	BAR Vermont Risk Retention Group, Inc.
38421	Berkshire Hathaway International Insurance Limited
37070	British Aviation Insurance Company, The
16511	Burlington Insurance Company
35966	CARE Risk Retention Group, Inc.
37072	CGU International Insurance plc
33521	CHC Casualty RRG
17018	CPA Mutual Insurance Company of America RRG
41661	Cabina-Americ Insurance, A Risk Retention Group, Inc.
16513	Canal Indemnity Company
32049	Capital Assurance RRG
40338	Capitol Specialty Insurance Company, Risk Retention Group, Inc.
33217	Capitol Specialty Insurance Corporation
40410	Catlin Insurance Company (UK) Ltd
37071	Catlin Insurance Company Ltd
16515	Chubb Custom Insurance Company
38521	Claim Professionals Liability Insurance Company, RRG
16516	Clarendon America Insurance Company
40573	Clinical Trials Reciprocal Insurance Company
16517	Colony Insurance Company
16577	Colony National Insurance Company
16518	Columbia Casualty Company
16922	Columbia National Risk Retention Group Inc
37073	Commonwealth Insurance Company
17036	Community Blood Centers' Exchange, Risk Retention Group
17017	Consumer Specialties Ins Co Risk Retention Group
36150	Continuing Care Risk Retention Group, Inc
39404	Contractors Insurance Company of North America, Inc.
37074	Converium Insurance (UK) Limited
25831	Crum & Forster Specialty Insurance Company
16599	Darwin Select Insurance Company
25826	Discover Specialty Insurance Company
36031	Eldercare Mutual Insurance Company, RRG
40576	Elite Transportation Risk Retention Group
38346	Emergency Medicine Professional Assurance Company Risk Retention Group
35451	Emergency Physicians Insurance Company RRG (EPIC)
16527	Empire Indemnity Insurance Company
37075	Endurance Specialty Insurance Ltd.
37076	Energy Insurance Mutual Limited



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16528	Essex Insurance Company
16529	Evanston Insurance Company
16530	Everest Indemnity Insurance Company
17020	Evergreen USA Risk Retention Group Inc
16531	Executive Risk Specialty Insurance Company
37077	Exporters Insurance Company, Ltd.
16532	Fireman's Fund Insurance Company of Georgia
29630	Fireman's Fund Insurance Company of Hawaii Inc
29004	First Automotive Insurance Risk Retention Group Inc
16533	First Mercury Insurance Company
16534	First Specialty Insurance Corporation
38422	GARD Marine & Energy Limited
37078	GE Specialty Insurance (UK) Limited
37079	GENERALI, Assicurazioni Generali, S.p.A.
33522	GSFS Risk Retention Group, Inc
16538	Gemini Insurance Company
17022	General Eastern Ski Insurance Risk Retention Group Inc
16536	General Security Indemnity Company of Arizona
16541	General Star Indemnity Company
37080	Generali Assurances IARD
16542	Genesis Indemnity Insurance Company
37081	Glencoe Insurance Ltd.
27986	Global International Insurance Company Inc A RRG
16543	Gotham Insurance Company
16499	Great American E & S Insurance Company
16502	Great American Fidelity Insurance Company
37082	Great Lakes Reinsurance (UK) PLC
36983	Green Hills Insurance Company
35038	Guardian Risk Retention Group, Inc.
25827	Guilford Insurance Company
16544	Gulf Underwriters Insurance Company
35863	Health Care Industry Liability Reciprocal Insurance Company, RRG
37083	Heddington Insurance (UK) Limited
29076	Heritage Warranty Mutual Insurance Risk Retention Group Inc
16547	Hermitage Insurance Company
35353	High Tech Risk Retention Group, Inc.
32405	Homeland Insurance Company of New York
17023	Housing Authority Risk Retention Group Inc
16548	Houston Casualty Company
16540	Hudson Specialty Insurance Company
16552	INEX Insurance Exchange
16549	Illinois EMCASCO Insurance Company
16550	Illinois Union Insurance Company
16551	Indian Harbor Insurance Company
36911	Indiana Healthcare Reciprocal Risk Retention Group



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37086	International Insurance Company of Hanover Limited
16553	Interstate Fire & Casualty Company
38345	Jamestown Insurance Company Risk Retention Group
16556	Landmark American Insurance Company
16557	Landmark Insurance Company
37087	Lantana Insurance Ltd
32777	Lenders Protection Assurance Company Risk Retention Group
40732	Lewis & Clark LTC Risk Retention Group
16559	Lexington Insurance Company
37088	Liberty Mutual Insurance Europe Limited
16560	Liberty Surplus Insurance Corporation
37090	Lloyd's of London Syndicates
37091	London & Edinburgh Insurance Company Limited
32045	Marathon Financial Insurance Company, RRG
37092	Marine Insurance Company Limited, The
37093	Markel International Insurance Company Limited
16512	Maxum Indemnity Company
17024	Mental Health Risk Retention Group Inc
38434	Midwest Insurance Group, Inc., a Risk Retention Group
16562	Monticello Insurance Company
37094	Montpelier Reinsurance Ltd
16563	Mount Vernon Fire Insurance Company
16564	Mt Hawley Insurance Company
16565	NAMIC Insurance Company Inc
16568	NIC Insurance Company
40837	National Alliance Insurance Company
17025	National Catholic Risk Retention Group, The
16566	National Fire & Marine Insurance Company
17026	National Guardian Risk Retention Group Inc
14186	National Home Insurance Company (A Risk Retention Group)
32048	National Independent Truckers Insurance Co., RRG
41488	National Medical Professional Risk Retention Group, Inc.
17047	National Service Contract Insurance Company Risk Retention Group
16567	Nautilus Insurance Company
37095	Newbury Insurance Company, Limited
32046	Newport Mutual Insurance RRG
16522	Noetic Specialty Insurance Company
16569	North American Capacity Insurance Company
16580	North Pointe Casualty Insurance Company
16570	Northfield Insurance Company
40329	Novus Insurance Company, Risk Retention Group, Inc.
16571	Nutmeg Insurance Company
17004	OMS National Insurance Company, Risk Retention Group
17043	OOIDA Risk Retention Group Inc
37098	Ocean Marine Insurance Company Limited, The



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40575	Oceanus Insurance Company, A Risk Retention Group
25829	Old Republic Union Insurance Company
17029	Ophthalmic Mutual Insurance Company (A Risk Retention Group)
37611	PCH Mutual Insurance Company, Inc., A Risk Retention Group
16573	Pacific Insurance Company, Limited
17030	Paratransit Insurance Company, a Mutual Risk Retention Group
36151	Peace Church Risk Retention Group
27078	Penn-Star Insurance Company
16575	Philadelphia Insurance Company
32506	Physicians Specialty Ltd., RRG
16578	Princeton Excess and Surplus Lines Insurance Company
38435	ProBuilders Specialty Insurance Company, RRG
16579	Professional Underwriters Liability Insurance Company
37099	QBE Insurance (Europe) Limited
34889	QBE Specialty Insurance Company
36725	Quanta Specialty Lines Insurance Company
32647	Red Mountain Casualty Insurance Company, Inc.
40330	Regional Health Insurance Company, A Risk Retention Group
37636	Republic Risk Retention Group
27050	Residential Insurance Company Inc, A Risk Retention Group
38882	Restoration Risk Retention Group, Inc.
16603	Rockhill Insurance Company
16584	Royal Surplus Lines Insurance Company
16585	SAFECO Surplus Lines Insurance Company
17033	SIA Insurance Company
37103	SR International Business Insurance Company Ltd.
32599	STICO Mutual Insurance Company, RRG
16586	Savers Property and Casualty Insurance Company
41569	Scaffold Industry Insurance Company Risk Retention Group, Inc.
16587	Scottsdale Surplus Lines Insurance Company
35609	Security America Risk Retention Group, Inc
40727	Seneca Specialty Insurance Company
37101	Sirius International Insurance Company
40143	Specialized Local Delivery Risk Retention Group, Inc.
40331	Spirit Mountain Insurance Company Risk Retention Group, Inc.
16589	St Paul Surplus Lines Insurance Company
32088	St. Charles Insurance Company RRG
37102	St. Paul Reinsurance Company Limited
25830	Starr Excess Liability Insurance Company LTD
17034	States Self-Insurers Risk Retention Group Inc
16590	Steadfast Insurance Company
37104	Sunderland Marine Mutual Insurance Company Limited
16593	TIG Specialty Insurance Company
26858	TM Specialty Insurance Company
17035	Terra Insurance Company (A Risk Retention Group)



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Table with 2 columns: ID and Company Name. Lists various insurance carriers such as Texas Farmers Insurance Company, Through Transport Mutual Insurance, Titan Insurance Company, etc.

Be advised that additions or deletions are made to the list of eligible surplus lines carriers. If the company you are looking for is not on this list Contact surplus.lines@insurance.ohio.gov

OH_COUNTY (Ohio County)

Table with 2 columns: CODE and DESCRIPTION. Lists Ohio counties: 1 Adams, 2 Allen, 3 Ashland, 4 Ashtabula.



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5	Athens
6	Auglaize
7	Belmont
8	Brown
9	Butler
10	Carroll
11	Champaign
12	Clark
13	Clermont
14	Clinton
15	Columbiana
16	Coshocton
17	Crawford
18	Cuyahoga
19	Darke
20	Defiance
21	Delaware
22	Erie
23	Fairfield
24	Fayette
25	Franklin
26	Fulton
27	Gallia
28	Geauga
29	Greene
30	Guernsey
31	Hamilton
32	Hancock
33	Hardin
34	Harrison
35	Henry
36	Highland
37	Hocking
38	Holmes
39	Huron
40	Jackson
41	Jefferson
42	Knox
43	Lake
44	Lawrence
45	Licking
46	Logan
47	Lorain



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48	Lucas
49	Madison
50	Mahoning
51	Marion
52	Medina
53	Meigs
54	Mercer
55	Miami
56	Monroe
57	Montgomery
58	Morgan
59	Morrow
60	Muskingum
61	Noble
62	Ottawa
63	Paulding
64	Perry
65	Pickaway
66	Pike
67	Portage
68	Preble
69	Putnam
70	Richland
71	Ross
72	Sandusky
73	Scioto
74	Seneca
75	Shelby
76	Stark
77	Summit
78	Trumbull
79	Tuscarawas
80	Union
81	Van Wert
82	Vinton
83	Warren
84	Washington
85	Wayne
86	Williams
87	Wood
88	Wyandot



Department of
Insurance

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Questions on this Application

Contact surplus.lines@insurance.ohio.gov