

### 3. METHOD OF REPORTING

#### a. Header Information

When correcting a policy information data element, all required policy information data elements, including those data elements that are not changing, must be reported. When correcting the report number, correction number, carrier code, policy number, or policy effective date, the original header information (previously reported) must be reported in the respective fields. When correcting any other policy information data elements, report the revised value for the field.

#### b. Exposure Information

##### i.

##### Exposures

Where there is a change in any of the data previously reported for a particular classification code, the corrected report must include all of the data previously reported for the classification code (indicated by the Update Type "P"), as well as all of the data, including those data which do not change, on a corrected basis (indicated by the Update Type "R").

Where split policy periods are involved and data for a classification code in one of the split periods are changing, the unchanged data in the other period(s) for that class code must also be reported.

##### ii. Experience Modification

If the revision involves a change in the experience modification previously reported as well as revised data for each classification code affected by the modification change, the exposures and premiums must be reported as described in (i) above, even if the exposures and premium amounts of all reported classification codes are unchanged. The previously reported and revised experience modifications, as well as the revised Total Subject Premium amount, must also be reported.

##### iii. Statistical Code

Revised values for applicable statistical codes (e.g., premium discount, flat increase on outstanding policies, etc.) as a result of changes in exposure information must also be reported. The corrected report must include all of the data previously reported for the code (indicated by the Update Type "P"), as well as all of the data, including those data which do not change, on a corrected basis (indicated by the Update Type "R").

#### c. Loss Information

When there is a change in any of the data previously reported for a particular claim number, the correction report must include all of the data previously reported for the claim record (indicated by the Update Type "P"), as well as all of the data, including those data which do not change, on a corrected basis (indicated by the Update Type "R").

**d. Totals**

Report the revised report totals resulting from any changes to the exposure and/or loss information.