PENNSYLVANIA INSURANCE DEPARTMENT

CALL FOR 2014 PENNSYLVANIA PRIVATE PASSENGER AUTOMOBILE
INSURANCE EXPERIENCE

INSTRUCTIONS

GENERAL INSTRUCTIONS

This data call consists of two (2) parts: Part 1, consisting of three Data Forms, and Part 2, a
Checklist.  Any company that wrote a private passenger automobile policy in Pennsylvania that
became effective during the period 1/1/14 through 12/31/14 is required to complete all parts of
the data call.  However, a company which during the period 1/1/14 through 12/31/14 provided:

1.  only Commercial Automobile Insurance,
2.  only Motorcycle Insurance, or
3.  no Automobile Insurance

is required to complete only Part 2 (the Checklist).

Part 1's for more than one insurance company should not be combined into a single Part 1.  Part
2's for more than one insurance company should not be combined into a single Part 2.  Each Part
1 and each Part 2 should be submitted in a separate worksheet.  The Part 1 and Part 2 worksheets
for each company should be saved as separate files.

In Part 1, the three data forms require information be split by territory.  **The ISO private
passenger auto manual defines the territory codes.  The data call data must be completed
using only these ISO territories.**  The sum of the data by territory should equal the statewide
total.  Completion of Part 2 is required by all insurance companies licensed to write motor
vehicle insurance in Pennsylvania.  **Please answer all of the questions on Part 2.**

Insurance companies should submit the data call via e-mail to James Di Santo at
jadisanto@pa.gov.  If you are unable to do so, please contact James Di Santo at (717) 783-2118
or jadisanto@pa.gov to make other arrangements for your submission.

INSTRUCTIONS FOR SUBMISSION OF DATA:

This Data Call is to be submitted in Excel format, compatible with version 2010.

The required procedure for naming the spreadsheet files is:
Part Number_Company NAIC number.

For example, if the XYZ Insurance Company has NAIC number 99999, it must submit its Part 1
template as "1_99999.xls" and its Part 2 template as "2_99999.xls".

**Please do not use any other naming convention.**

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## PART 1: INSTRUCTIONS FOR COMPLETING DATA FORMS 1 THROUGH 3

The information reported for Data Forms 1 through 3 should contain information relating only to policies that were issued by your company and became effective during the time period 1/1/14 to 12/31/14 and provided liability coverage.  For each policy, car-year data should not be rounded so that more accurate data is provided.  Written premium may be rounded to the nearest dollar, but rounding is not required.  The policy data requested is policies written, which normally would be a whole number.

The format for Data Forms 1 through 3 is identical.  The information requested by these forms is similar except for the type of policy from which the experience is compiled.  Data Form 1 requests voluntary market experience, while Data Forms 2 and 3 request experience from "clean assigned risks" and "other than clean assigned risks" respectively.  Clean assigned risks meet the definition of "clean risk" as defined in Section 1702, Subchapter A, of Title 75.

**Companies that have a Limited Assignment Distribution (LAD) arrangement, or similar agreements with other companies to handle assigned risk policies, should confirm that the contracted company will report your assigned risk data.  You also should write the name of the company in Item 3(E) of Part 2.**  If you service assigned risk policies for other companies, please be sure to include the name and NAIC number of each company serviced in Part 2.

Each of these Data Forms should be completed according to the following instructions:

Column 1: Policies Written with Limited Tort Coverage   Annual

The numbers entered in this column are the counts, by ISO territory, of all annual private passenger auto policies issued by your company that became effective during the time period 1/1/14 to 12/31/14 and elected limited tort coverage.

Column 2: Policies Written with Limited Tort Coverage   Semi Annual

The numbers entered in this column are the counts, by ISO territory, of all semi annual private passenger auto policies issued by your company that became effective during the time period 1/1/14 to 12/31/14 and elected limited tort coverage.

**Note:   Column 2 Example A: If a one-car, semi-annual policy with limited tort coverage was written or renewed on February 12 and renewed again on August 12, these occurrences should be reported as two semi-annual policies (coinciding with one written car year to be reported in Column 8).   There would be one car per policy.**

**Column 2 Example B: If a new two-car, semi-annual policy with limited tort coverage was written on October 18, this occurrence should be reported as one semi-annual policy**

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**(coinciding with one written car year to be reported in Column 8).  There would be two
cars per policy in this case.**

Column 3: Policies Written with Limited Tort Coverage   Other

The numbers entered in this column are the counts, by ISO territory, of all private passenger auto
policies, other than annual or semi annual, issued by your company that became effective during
the time period 1/1/14 to 12/31/14 and elected limited tort coverage.  Quarterly data should be
placed in this column.

**Note:   If your policies in this column are not all quarterly, enter the appropriate
information in Item 2(B) of the Part 2.**

**Column 3 Example A: If a two-car, quarterly policy with limited tort coverage was written
or renewed on January 15 and renewed again on April 15, July 15, and October 15, these
occurrences should be reported as four 'other' policies (coinciding with two written car
years to be reported in Column 9).  There would be two cars per policy.**

**Column 3 Example B: If a new one-car quarterly policy was written on July 8 and renewed
on October 8, these occurrences should be reported as two 'other' policies (coinciding with
0.5 written car years to be reported in Column 9).  There would be one car per policy.**

 Column 4: Policies Written with Full Tort Coverage   Annual

The numbers entered in this column are the counts, by ISO territory, of all annual private
passenger auto policies issued by your company that became effective during the period 1/1/14
to 12/31/14 and elected full tort coverage.

Column 5: Policies Written with Full Tort Coverage   Semi Annual

The numbers entered in this column are the counts, by ISO territory, of all semi annual private
passenger auto policies issued by your company that became effective during the period 1/1/14
to 12/31/14 and elected full tort coverage.

**Please follow the method of reporting indicated by the note for Column 2.**

Column 6: Policies Written with Full Tort Coverage   Other

The numbers entered in this column are the counts, by ISO territory, of all private passenger auto
policies, other than annual or semi annual, issued by your company that became effective during
the time period 1/1/14 to 12/31/14 and elected full tort coverage.  Quarterly data should be
placed in this column.

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**Please follow the method of reporting indicated by the note for Column 3**.

Column 7: Written Car Years with Limited Tort Coverage   Annual

The numbers entered in this column are the counts, by ISO territory, of written car years for all annual private passenger auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected limited tort coverage.

**Note:  Column 7 Example A:  If a one car, annual policy with limited tort coverage was written on January 15, 2014 and cancelled on April 15, 2014, this data should be reported as 0.25 car-years.**

**Column 7 Example B:  If a one car, annual policy with limited tort coverage was written on January 15, 2014 and one car was added to the policy on October 15, 2014 this data should be reported as 1.25 car-years.**

**Column 7 Example C:  If a one car, annual policy with limited tort coverage was written on November 15, 2014 and cancelled on February 15, 2015, this data should be reported as one car-year since the cancellation was in 2015.**

**Column 7 Example D:  If a one car, annual policy with limited tort coverage was written on November 15, 2013 and cancelled on February 15, 2014, this data would not be reported since the Data Call is asking for data on policies that were issued and became effective in 2014.**

Column 8: Written Car Years with Limited Tort Coverage   Semi Annual

The numbers entered in this column are the counts, by ISO territory, of written car years for all semi annual private passenger auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected limited tort coverage.

**Note:  Column 8 Example A:  If a one car, semi-annual policy with limited tort coverage was written on July 15, 2014 and cancelled on October 15, 2014 this data should be reported as 0.25 car-years.**

**Column 8 Example B:  If a two car, semi-annual policy with limited tort coverage was written on July 15, 2014 and one car was removed on October 15, 2014 this data should be reported as 0.75 car-years.**

**Column 8 Example C:  If a one car, semi-annual policy with limited tort coverage was written on November 15, 2014 and cancelled on February 15, 2015, this data should be reported as 0.5 car-years since the cancellation was in 2015.**

**Column 8 Example D:  If a one car, semi-annual policy with limited tort coverage was written on November 15, 2013 and had one car added on February 15, 2014, this would not be reported since the Data Call is asking for data on policies that were issued and became effective in 2014.**

Column 9: Written Car Years with Limited Tort Coverage   Other

The numbers entered in this column are the counts, by ISO territory, of written car years for all private passenger auto policies, other than annual or semi annual, issued by your company that became effective during the time period 1/1/14 to 12/31/14 and elected limited tort coverage. Quarterly data should be placed in this column.

**Note:   Column 9 Example A:  If a one-car, quarterly policy with limited tort coverage was written on July 15, 2014 and cancelled on September 1, 2014 this data should be reported as 0.125 car-years.**

**Column 9 Example B:  If a one-car, quarterly policy with limited tort coverage was written on November 15, 2014 and cancelled on January 15, 2015, this data should be reported as 0.25 car-years since the cancellation was in 2015.**

**Column 9 Example C:  If a one-car, quarterly policy with limited tort coverage was written on November 15, 2013 and cancelled on January 15, 2014, this data would not be reported since the Data Call is asking for data on policies that were issued and became effective in 2014.**

Column 10: Written Car Years with Full Tort Coverage   Annual

The numbers entered in this column are the counts, by ISO territory, of written car years for all annual private passenger auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected full tort coverage.

**Please follow the method of reporting indicated by the notes for Column 7.**

Column 11: Written Car Years with Full Tort Coverage   Semi Annual

The numbers entered in this column are the counts, by ISO territory, of written car years for all semi annual private passenger auto policies issued by your company that became effective

during the period 1/1/14 to 12/31/14 and elected full tort coverage.

**Please follow the method of reporting indicated by the notes for Column 8**.

Column 12: Written Car Years with Full Tort Coverage   Other

The numbers entered in this column are the counts, by ISO territory, of written car years for all private passenger auto policies, other than annual or semi annual, issued by your company that became effective during the time period 1/1/14 to 12/31/14 and elected full tort coverage. Quarterly data should be placed in this column.

**Please follow the method of reporting indicated by the notes for Column 9.**

Column 13: Written Premiums with Limited Tort Coverage   Annual

The numbers entered in this column are the amounts, by ISO territory, of written premiums for all private passenger annual auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected limited tort coverage.

**Note:  If a policy included any liability coverage, the entire Written Premium for that policy should be included.  For any policy where the written premium is negative, do not include that policy's Written Premium, Policy Written, and Written Car Year(s) in the Data Call.**

 Column 14: Written Premiums with Limited Tort Coverage   Semi Annual

The numbers entered in this column are the amounts, by ISO territory, of written premiums for all private passenger semi annual auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected limited tort coverage.

**Please follow the method of reporting indicated by the note for Column 13.**

Column 15: Written Premiums with Limited Tort Coverage   Other

The numbers entered in this column are the amounts, by ISO territory, of written premiums for all private passenger auto policies, other than annual or semi annual, issued by your company that became effective during the time period 1/1/14 to 12/31/14 and elected limited tort coverage. Quarterly data should be placed in this column.

**Please follow the method of reporting indicated by the note for Column 13.**

Column 16: Written Premiums with Full Tort Coverage   Annual

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The numbers entered in this column are the amounts, by ISO territory, of written premiums for all private passenger annual auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected full tort coverage.

**Please follow the method of reporting indicated by the note for Column 13.**

Column 17: Written Premiums with Full Tort Coverage   Semi Annual

The numbers entered in this column are the amounts, by ISO territory, of written premiums for all private passenger semi annual auto policies issued by your company that became effective during the period 1/1/14 to 12/31/14 and elected full tort coverage.

**Please follow the method of reporting indicated by the note for Column 13.**

Column 18: Written Premiums with Full Tort Coverage   Other

The numbers entered in this column are the amounts, by ISO territory, of written premiums for all private passenger auto policies, other than annual or semi annual, issued by your company that became effective during the time period 1/1/14 to 12/31/14 and elected full tort coverage. Quarterly data should be placed in this column.

**Please follow the method of reporting indicated by the note for Column 13.**

**SUGGESTIONS FOR REVIEWING DATA:**

1. Check if the data entered in the *Statewide Total* row is equal to the sum of the data in the above columns.

2. *Check the Premium per Car Year ratio (Premium/Car Years)* for each of the coverages to determine if the ratio in various rows and columns is representative of your company's average premium per car year.  For Limited Tort data, check if the *Premium per Car Year ratio* for annual data is about equal to the semi-annual data and to the other data.  For Full Tort data, check if *Premium per Car Year ratio* for the annual data is about equal to the semi-annual data and the other data.

3. Compare *Car Year and Policies* data for each of the coverages to determine if the data is reasonable.  For example, a one car semi-annual policy that renews twice in a year would have 1.0 car year and 2.0 policies.  A new one car quarterly policy that starts in November 2014 would have 0.25 car years and 1.0 policy.  Check that car-year data is not rounded.  Policies Written will normally be a whole number.  Check the notes for

columns 7 through 12 in these Instructions for calculation of car-year data.

4. Compare *Cars per Policy* for each of the coverages to determine if it is representative of your company's average number of cars per policy. For annual data, *Cars per Policy* is calculated using *Car Years/Policies*. For semi-annual data, *Cars per Policy* is calculated using *Car Years/(Policies/2).* For other data that is quarterly, *Cars per Policy* is calculated using *Car Years/(Policies/4).*

5. Compare the sum of Premiums reported in the <u>Statewide Total</u> row in Forms 1 through 3 to the "total written premium reported in this Data Call" item reported in Item 4 of Part 2 to verify they are the same.

6. Check to ensure the territories being reported are all the ISO territories defined by the ISO private passenger auto manual and that no other territories are being used in your data.

7. Check to ensure that only one company's data is included in Parts 1 and 2 unless you are reporting assigned risk data for more than one company and the companies being reported for are listed in Item 3 of Part 2.