



STATE OF DELAWARE
DEPARTMENT OF INSURANCE

INSTRUCTIONS FOR USE OF BARCODES ON PREMIUM TAX & FEES REPORTS

The Delaware Insurance Department has set-up this bar code structure to be as similar as possible to the instructions already in place for bar codes on NAIC documents. Please follow these State of Delaware specific instructions carefully. It is the responsibility of the company to prepare and utilize bar codes correctly. **Please retain these instructions.**

The twenty-one (21) digit bar code symbol is to be located in the upper right hand corner of the document. The bar code consists of the Entity Identifier (9 digits), the Year (4 digits), the Document Identifier (3 digits), the State Code (2 digits), a Data Indicator (1 digit), a Filing Type Identifier (1 digit) and a Reporting Type Identifier (1 digit) as described below.

The bar code standard to be utilized is the 3 of 9 (or 39) methodology. In addition to bar code symbols, the name of the insurer, the year, and the document code should be printed on the bar code label. When the bar code is printed as part of the page (rather than an affixed label), the insurer's name need not be printed above the bar code.

BAR CODE FIELD DESCRIPTIONS

Entity Identifier (Length 9, Position 01-09)	For filings of an insurer, the entity identifier is the NAIC Company Code Number, right justified with four leading zeros . All companies that have not been assigned a NAIC number, use the nine-digit Federal Employer Identification Number, without the hyphen .
Year (Length 4, Position 10-13)	Represents the last four (4) digits of the filing year. <i>Example:</i> For the calendar year 2001 annual tax and fees report due March 1, 2002, the year would be "2001". Quarterly tax filings due April 15, June 15, September 15, and December 15, 2002, would be "2002".
Document Identifier (Length 3, Position 14-16)	Represents which report is being filed. Valid identifier codes for Delaware Insurance Department premium tax documents are as follows: "910" L,H & A Companies Premium Tax & Fees Report "915" P & C Companies Premium Tax & Fees Report "920" Fraternal Companies Fees & Retaliatory Tax "925" SL & AR Non-admitted Companies Information & Fees "930" DPO, HMO & HSC Companies Information & Fees "935" Quarterly Premium Tax Installment "940" Guaranty Fund Assessment Credit Notice "945" Electronic Funds Transfer Authorization Agreement "950" Wet Marine and Transportation Underwriting Profits Tax
State Code (Length 2, Position 17-18)	Fill with the same two-digit code used for Home State on Schedule T in the life, accident and health or property and casualty annual statement. The state code "Other" is "57".
Data Indicator (Length 1, Position 19)	Indicates whether the document contains data. For filings containing data use "1", if the document is a NONE filing, use "0".
Filing Type Identifier (Length 1, Position 20)	Always fill with "1". Indicates a state specific required filing.
Reporting Type Identifier (Length 1, Position 21)	Enter a zero (0) to represent March 1 Annual filings, a one (1) to represent the April 15 quarterly filing, a two (2) to represent the June 15 quarterly filing, a three (3) to represent the September 15 quarterly filing, and a four (4) to represent the December 15 quarterly filing.

QUESTIONS: Direct all questions regarding the use of bar codes on Delaware premium tax and fees related reports to:

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