ALABAMA DEPARTMENT OF INSURANCE

SURPLUS LINES (UNAUTHORIZED) INSURANCE COMPANIES
FORMATTING INSTRUCTIONS FOR
DATA FILES AND EXCEL SPREADSHEETS

In order to successfully upload Surplus Line Insurer policy information to the Alabama Department of Insurance Surplus Line System, the file <u>must</u> be in a "comma-delimited format". This means that all data elements on each line must be separated from each other by a comma. The file <u>must</u> also have a .txt (text) or .csv (comma-separated value) extension (for example, Brokerlisting.txt or Brokerlisting.csv). As you prepare your .txt or .csv file, the commas separating the data elements may not be visible if you view your data in a spreadsheet format. However, if you review your file in a text editor (such as Notepad), the commas will display. Both of these file types can be created directly from a Microsoft Excel spreadsheet.

If your accounting software is other than Microsoft Excel (i.e., PeachTree, QuickBooks, Great Plains or Platinum), but will create an .xlsx, .csv or .txt file, that is acceptable. Another possibility is to "export" or "cut and paste" Surplus Lines policy data to Excel and use that to create an .xlsx, .csv or .txt file.

<u>**Required fields and file formatting for uploading Surplus Line Unauthorized Insurer's Policy data to the Surplus Line System.**</u> **Do not use commas in any of the fields (including money fields):**

Column Heading*	Field Size/Format	Date Entry required/optional
Policy Number	up to 25 characters	required entry
Broker License Number	up to 12 numbers	required entry
Insurer Company Number (NAIC)	up to 15 characters	required entry
Net Premium + Fees	format is 9999.99	required entry
Insured Name	up to 75 characters	required entry
Tax Year	format is YYYY	required entry
Effective Date	MM/DD/YYYY	required entry

*   **Very important! Column Headings should take up the first row in the Excel spreadsheet. Your first record of policy information should be on the second row.**

One line per policy number. No duplicates.

Hint: If you must make any changes or corrections to the file, make them in the *original* document and then resave the file as .csv or .txt over the previous incorrect file.

Example (when viewed in a text editor):
1.   PD7361-9843, 999999, 27542, 17849.30, Robinson Motor Trucking Inc., 2004,11/12/2004