

FREQUENTLY ASKED REPORTING QUESTIONS

1. If transactions are filed out of sequence, what is the effect on the intended status of the policy?

Regardless of the filing sequence, the policy will have the intended status.

One example would be when a recall, transaction 11, is filed previous to a transaction 10, cancellation. The recall would update the policy with an effective date equal to or greater than the transaction 10, cancellation, effective date, thus neutralizing the cancellation. (See Transaction 11 & 10.)

2. When more than one filing media is submitted, what is the effect of media submissions being processed out of sequence?

Media processed out of sequence will not effect the intended status of the policy.

3. When filing for more than one company, should a separate media be used for each company?

No, multiple company filings can be loaded on a single media (magnetic tapes and cartridges only) with each company filing preceded by a header record followed by the filing records for the company named in the header record.

4. How often can a company submit filings?

Not more than once weekly nor less than 45 days when there are policy transactions to be submitted.

5. Is a driver license number required with each transaction?

A driver license number is required if the named insured has a number. All 13 characters should be reported; however, a 12 character number is acceptable.

6. Whose driver license number is required with each transaction?

The Florida driver license number of the policy holder.

7. Should a company use their Florida license or NAIC code when transmitting filings?

Either code can be used since the Department uses a cross reference index allowing successful process of either code.

8. What is the Department's normal time frame in processing and returning media?

The media is usually processed and returned to the company within three days.

9. What is the time frame for completing departmental update of the insurance file from receipt of the media?

Normally, within three to eight days depending on processing volume and Department equipment availability.

10. Are the filing requirements applicable to commercial vehicles?

Yes, the requirements are applicable to both private and commercial vehicles.

11. Should a driver license number issued in a state other than Florida be filed?

No, only Florida driver license numbers are required.

12. What type of vehicles do not require a filing?

Taxicabs, limousines, farm tractors, trailers, and any other vehicle not required to be registered for operation on the highway.