



**New Name Standardization Process
Rules for Policies Effective January 1, 2017, and Later**

Application of Abbreviations			
Received As: (and any variations*)	Abbreviation to Apply:	And:	Comments:
Also Known As*	AKA	Move to the end of the name	
Also Trading As*	ATA		
And	&		
And/or*	&/OR		
Association	ASSN		
Certified Public Accountant*	CPA		
Company Companies	CO		
Corporation	CORP		
Doing Business As*	DBA	Move to the end of the name	
Et Al*	Etal	Drop all info following	
Et Cetera*	Etc		
Formerly Known As*	FKA	Move to the end of the name	
General Contractor General Contractors	GC		Only abbreviated when reported at end of name
General Partner General Partners	GP		Only abbreviated when reported at end of name
Incorporated Incorp Incorporation	INC		
Leased Clients For* Leased Company For*	LCF	Move to the end of the name	
Leased Workers For*	LWF		
Limited	LTD		Only abbreviated when reported at end of name
Limited Liability Company* Limited Liability Corporation*	LLC		
Limited Liability Partnership	LLP		
Limited Partnership	LP		
Professional Association	PA		
Project	PROJ		Only abbreviated when reported at end of name
Trading As*	TA	Move to the end of the name	

Handling of Special Characters				
Character(s)	Keep?	Keep Only When:	And:	Reason/Comments
) } } ! " * ? \ _ ~ + < + > # , : ^ '	No			
; (semi-colon)	No			
Excess Spaces	No		Single Space	
\$		It is immediately followed by a number		e.g., \$1.00 Stores
&		It is not the first or last character in a name field		
. (period)		It is between any two Alphanumeric (A/N) characters (no spaces)		New tech-age names
/		It is not the first or last character in a name field		
¢		It immediately follows a number		e.g., 99¢ Stores
' (apostrophe)	Yes	Always		
- (hyphen)	Yes	Always		
@ (at sign)	Yes	Always		

Handling of Excess Verbiage			
Character(s) (and any variations*)	Keep?	Keep Only When:	And:
{ ([	No		Drop all info following
(...) [...] {...} *	No		Drop all info between these two characters except (k) when preceded by 401
As Per Schedule As Per Sched	No		Drop only these words
Attention:* Care Of*	No		Drop all info following
Named Insured Insured Name	No		Drop only these words
Per WC	No		Drop all info following
Reinstated	No		Drop all info following
See End, See Endorsement*	No		Drop all info following
See Extension Information Page*	No		Drop all info following
%		Keep if it immediately follows a Number	Otherwise, drop % and all info following



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Name Splitting			
Character(s)	Name Split Indicator	Use as Name Split Indicator Only When:	And:
No names will be split for any reason			

Handling Non-Names	
When only the following appear in a Name field, remove the wording	
&	GP
&/OR	INC
A subsidiary of	A Joint Venture
AKA	Joint Venture
ASSN	LCF
ASSOC	LLC
ATA	LLP
CO	LP
CORP	LTD
CPA	LWF
DBA	OR
Etal	PA
Etc	PROJ
FKA	TA
GC	Only one character in the name field