



Separate Data Submission Tips

When an ownership determination is made, NCCI may request payroll and loss information for an individual employer. A Request for Separate Experience Data form will be sent to the carrier for the policy term being requested. The request is sent when payroll and loss information for the separated employer is comingled with another employer.

Submission Methods

Electronic: ER Split Data Reporting Template	E-mail: customer_service@ncci.com	Fax: 561-893-1191	Mail: NCCI Customer Service Center 901 Peninsula Corporate Circle Boca Raton, FL 33487-1362
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Helpful Tips

- ✓ Only the carrier that wrote the policy can submit separate data.
- ✓ Submit separate data electronically.
- ✓ If the payroll and losses cannot be accurately separated, check the appropriate box on the hard copy form and submit to NCCI. Do not include data on the form. Under this scenario, the information cannot be submitted electronically.
- ✓ Report data for the employer being separated and include the ownership change date. This information is found on the Request for Separate Experience Data letter.
- ✓ Ensure that the unit was previously reported before reporting separate data.
- ✓ Report all claims for a class code if all payroll for that class code is reported.
- ✓ Do not report:
 - a. More payroll for a class code than what is reported on the unit
 - b. Class codes on the separate data submission that are not included on the unit
 - c. Claims for a class code without corresponding payroll amounts
- ✓ Handwritten forms must be signed by the carrier that wrote the policy in which the separate data is being reported.

[*Experience Rating \(ER\) Split Data Reporting Guide*](#)