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# INTRODUCTION

Welcome to the State of New Jersey's Uninsured Motorist Identification Program. This program was instituted by the State of New Jersey in September 1991 to reduce the number of uninsured vehicles on New Jersey's roads. This UMIS User Manual is a guide to participating insurance companies and their servicing agents. It contains the procedural details and computer data specifications you will need for proper reporting.

If you are a new company joining the UMIS program there are certain steps to follow in order to be established within the UMIS processing cycle. Please see **appendix E & G** for the forms to fill out and return concerning your company's contact information. We will need multiple contact names/addresses and servicing agents before computer processing commences. You will need time to program and test to our specifications before your first submission.

## Insurance Company Involvement

The success of the Uninsured motorist Identification System is entirely dependent on the participation by all insurance companies that issue private passenger automobile policies. The program is designed to persuade the uninsured population to obtain insurance or stay off the road. If the program is successful, benefits should be seen by insurance companies as well as insured motorists. We are dedicated to making the program successful and would like to thank all the companies participating in the Uninsured Motorist Program.

The New Jersey Department of Banking and Insurance is the enforcement agent for UMIS and receives statistics on all submissions. A company which fails to submit their data in a timely manner or whose data is rejected will be subject to penalties as defined in the regulation associated to the Uninsured Motorist Identification System. Since the success of this program hinges on timely and accurate data; no late or inaccurate reporting will be excused.

## About this Guide

This guide is designed to explain all the steps involved in monthly data submissions. We hope that with a full understanding of the program, companies will be better able to understand the importance of their role and the problems that non-compliance would cause for the motorists and their insurers.

We begin with a short program overview to explain how the uninsured motorists will be identified. Unique features of the monthly cycle will be explained in the next section by chronological order of events. At the end of the guide are several appendices that provide technical details and actual copies of the output reports. We hope this guide will be helpful and remind you that the **UMIS HOTLINE is available for any questions at (609) 777-3894**  
**Fax 609 777-3741**

## Program Overview

A monthly cycle identifies those motorists who allow their insurance coverage to lapse due to **non**-payment of premium the data you send us is used only in matching during that processing cycle and is not retained on our data base. Therefore when the processing is complete, the non-critical errors returned to you should be corrected and applied to your data base.

### Monthly Cycle

The monthly cycle is accomplished by the monthly collection of **(non –payment of premium cancellations)** from all insurance companies. In addition, to avoid identifying motorists who have changed their coverage from one carrier to another, new policy data is also collected. Those motorists who have been canceled due to non-payment of premium and have not been issued a new policy, and whose vehicle is still registered will be notified. See **appendix D** for a sample memo. Vehicles dropped from a policy at the insurers request are not to be reported. Nor are miscellaneous type vehicles such as trailers, motorcycles, snowmobiles, farm equipment and motor homes. Antique cars can be reported in the monthly cycle.

Endorsements are new issues to include vehicles that are added to an existing policy or that replace vehicles on existing policies (**Note**: the replaced vehicle is **not** reported). The effective date for these endorsements is the date that coverage for that vehicle begins.

Policy reinstatements which in a prior month have been previously reported as a cancellation must then be reported as a new issue. The report time frames should allow sufficient time to assure that reinstatements without a lapse in coverage will not be reported. Cancellations should not be reported until a reinstatement is no longer an option. Any policies which are reinstated with a lapse in coverage must be reported as both a cancellation and a new issue, even if the cancellation and subsequent reinstatement occur in the same month.

## Common Processing

Upon receipt of a Data Motion transfer from an insurance company, the Office of Telecommunications and Information Systems (OIT) data center logs the submission and screens the data. The standards set forth in the technical specifications must be strictly followed by each company as UMIS can only process data using the standardized formats. Insurance company data will be immediately returned for correction for critical errors. It is very important that the contact information we maintain for your company be complete and up to date so that errors are routed to the proper person for quick resolution and re-submission.

After passing the initial screening, all validated data is pooled for final processing in a match process. Summary reports are returned to each submitting insurance company, along with listings of non-critical errors. The latter should be corrected in your data base; they don't need to be resubmitted.

**Note:** In the past, owners registering their vehicles privately and insuring them under commercial policies would be identified as uninsured. These owners could either insure their vehicles privately or register them under a company name. UMIS accepts commercial lines non-fleet policies that are issued on private passenger automobiles.

## Common Critical Error

When a file through Data Motion transfer cannot be read by the UMIS screening program, the company will be notified immediately. Early submissions will enable companies' additional time to correct these types of errors. The data must be corrected and returned by the error return due date specified on the Production Schedule, in **appendix A**.

The following are common errors that cause the screening process to reject a file. See the technical specifications for the standards that must be followed,

### **Incorrect header record**

The header record helps UMIS/Hotline personnel determine if the data about to be read is from the appropriate company and is for the current cycle. If fields in this record are formatted incorrectly, the data will be rejected.

A common mistake is the incorrect formatting of the Original Cycle Due Date. This field must be formatted as the date on the Production Schedule that the data was originally due. Normal submissions and subsequent corrected error re-submissions should have the same original cycle due date (not the corrected error return due date). This date is the 7<sup>th</sup> of the month for the monthly cycle.

## Critical Error Report-Invalid Data Transaction Format: Error Report received

The UMIS screening program verifies every record submitted, and determines if the record is a valid transaction by the system. All transactions that do not meet the minimum requirements for processing will be reported back to the responsible company for correcting.

Once all data has been submitted (i.e. by the evening of the due date) Detailed Error Reports are printed for all companies that submitted invalid transactions. These reports are faxed out to the appropriate companies. (See appendix C)

Upon receipt of the Critical Error Detail report the companies must correct the incorrect transactions and resubmit **"ONLY"** those transactions by the error return due date specified on the Production Schedule. The companies will have approximately one week to correct these errors. Those companies without critical format errors will not receive this report

The formatting errors that the screening program identifies are as follows:

- **Missing VIN**
- **Missing Transaction Type in the Monthly Cycle**  
'C' Cancellations and 'N' New Policy
- **Missing or Invalid Date**  
A valid Cancellation Date or Policy Effective Date is required
- **Invalid Type/Date Combo for Monthly Submissions**  
Transaction Type 'N' requires a Policy Effective Date but no Cancellation Date (the latter must be zero filled)  
Transaction Type 'C' requires a Cancellation Date but no Effective Date (the latter must be zero filled)

Any of these errors would make the transaction invalid for the match process. This could mean that a VIN that in fact is insured is identified as uninsured. An incorrect VIN can appear to be correct to the vehicle owner if the VIN is transcribed from the registration card. A prefix to the VIN is printed on this card which blends in with the VIN itself. For this reason, the VIN should be taken from the vehicle or title document. Other VIN problems may be caused by poor handwriting or using the letter "O" instead of the number "0" The letter "O" is never used in a VIN; it's always a zero.

## Persistent Errors

If after resubmitting the data, there are still critical errors the data will be returned again for correction. Valid data must be obtained from all companies to ensure the success of this program. Companies who have their data returned a second time will have less than five days from the first error due date to resubmit the corrected data. Re-submissions must be received by the 18<sup>th</sup> of the month for the monthly cycle.

## Out of Range Data Submissions

The monthly cycle will accept effective dates beyond the month specified for the cycle. However, if the effective date is many months in the past, the transaction will be discarded prior to matching. Otherwise, the transaction is held on a pending file for subsequent processing in a future cycle to permit some overlap for end of month transactions or premature-submissions. This recycling will occur until the transaction has "aged" and is ultimately purged from the UMIS system. While premature-submissions are not encouraged, UMIS will self correct for them but an out of range by effective dates report is reviewed by Department of Banking and Insurance (DOBI) for their follow-up with the offending companies.

The recycled file may also be the source of duplicate errors appearing on the month end report. The duplicate VIN may have been reported twice in subsequent months.

## Monthly Data Submissions

Participating insurance companies are required to submit data monthly by the due dates specified on the Production Schedule in [appendix A](#). Besides all non-payment of premium cancellations, new policies issues (new VINs or new vehicle endorsement on an existing policy) for the specified month must be reported. A different transaction record must be reported for each VIN that is either canceled or newly issued.

### Making the Due Dates

The schedule allows companies a minimum of at least one month for reporting activity occurring in a prior month, i.e. the effective dates of New Policies and Cancellations are over 1 month earlier than their cycle due date. This is intentional to help eliminate reinstatements and provide companies enough time to compile data from all their agents and still meet the due dates.

The 15 items of data must be submitted in the standard format as specified in the Technical Specifications provided as [appendix B](#) of this guide. Data Motion is the only valid method for data submission. Only one file is accepted per company per month. If a servicing agent is used for an assigned risk pool of drivers, then this data must be merged with the regular submission prior to being sent to UMIS. Special care is needed for the header/trailer records in the combined file so that the record counts are correct.

When a company has no data to report, the header and trailer record only needs to be submitted. (See [appendix F](#))

### Monthly Match Processing

The monthly match process begins after all data has been received from the participating insurance companies. Cancellations for non-payment of premium transactions are matched with New Policy transactions. When a match is found between a cancellation and a subsequent new policy the vehicle is assumed to be insured. When a cancellation is not matched with a new policy the vehicle is assumed to be uninsured provided the VIN is valid.

### First Match in the Monthly Processing Cycle

The first match takes place on the VINs as they are provided by the insurance companies. Any cancellation VIN that matches that of a VIN on a subsequent new policy is removed from the pool of potentially uninsured. This will match VINs that are recorded correctly as well as VINs that are consistently recorded incorrectly.

## VIN Edit

Any transactions remaining unmatched are sent through a VIN edit routine. VINs older than 1981 will have any non alphanumeric characters removed in an attempt to correct the VIN. For those VINs 1981 and newer R.L.Polk's VINA package will be used to validate and correct the VINs. Any VIN found in error that cannot be corrected by the VINA package will be reported back to the responsible insurance company for their follow up

## Second Match in the Monthly Processing Cycle

A second match process is run to match those VINs that could be corrected to their mates. Leftover cancellations from this process remain in the pool of potentially uninsured and go through Driver License validation. Note that the VIN returned to you is the VIN you submitted. Our editing is done in a temporary field and we leave the original submitted VIN intact.

## Drivers License Number Validation

To ensure that uninsured motorists are properly contacted, it is very important that every attempt be made to provide the appropriate New Jersey Drivers License Number. Any cancellation transaction that remains in the pool of potentially uninsured motorists after the matches will have its Drivers License Number validated. If the Drivers License Number is invalid or blank, the transaction will be reported to the responsible insurance company. If there are multiple drivers and the exact driver is unknown, we still prefer that you supply a driver's license number that is your best information at that time. Usually this is the vehicles owner or the primary driver.

## Monthly Post Cycle Processing-Overview

At the end of each monthly cycle several reports are created. The Motor Vehicle Commission is delivered a pool of potentially uninsured motorists, the Department of Banking and Insurance obtains reports on company participation and two reports are produced to be distributed to the insurance companies.

## The Motor Vehicle Commissions Action

Upon receipt of the report, Motor Vehicle Commission checks its record for license plate returns on the VINs that are potentially uninsured. If the vehicle is still registered the motorist is notified. The motorist is instructed to provide proof of insurance. Be aware that the motorists may be contacting their insurance companies to obtain this proof. Again, accurate reporting practices to the UMIS system should minimize the incorrect identification of uninsured motorists

## Department of Banking and Insurance

Companies should make every attempt to comply with the Production Schedule due dates. The schedule allots enough time so that all companies should have no trouble meeting them. During and after the cycle the Department of Banking and Insurance will receive reports regarding insurance company reporting status. To avoid enforcement penalties make sure all data submission due dates are met.

### Insurance Company Reports

Two reports are produced at the end of each cycle and distributed to each insurance company, the monthly Insurance Company Transaction Summary and the monthly Insurance Company Error Detail Report (see **Appendix C**) These reports are provided to the insurance companies solely for the companies own information-to help companies verify their submissions and clean up their databases. No action is required on these reports however data cleanup within the insurance company's data base is strongly recommended and will reduce future invalid submissions.

### Insurance Company Transaction Summary Report for Monthly Processing Cycle

The insurance Company Transaction Summary Report, reports the number of records submitted, and rejected for the company. The report is distributed for control purposes. The following are the statistics provided on the Insurance Company Transaction Summary.

#### Records Submitted

This section of the report is divided into **Cancellations Submitted**, **New Policies Submitted**, and **Unknown Type Submitted**. Within each of these categories, it is important to note that in the future there may be a variety of different types (e.g. Voluntary Cancellations, Voids, Etc.)

For each type in each category, the **current months** and **the year to date totals** are provided. The Total Submitted in each category is the accumulation of the types that fall into the category and is calculated for both the current month and year to date totals. The year to date totals is accumulated from the first cycle of the calendar year to the present.

The grand **Total Records Submitted** is equal to the sum of the **Total Cancellations Submitted**, the **Total New Policies Submitted** and the **Total Unknown Type Submitted**, for the current month and year to date.

## Records Rejected

This section is also divided into **Cancellations Rejected**, **New Policies Rejected** and **Unknown Type Rejected**. Each category is then divided into several different types of rejections.

The rejection type totals are accumulated **monthly** and **year to date totals**. The year to date totals is accumulated from the first cycle of the calendar year to the present. The Total Rejections in each category is the sum of each type of rejection, both for the current monthly and year to date.

The grand Total Records Rejected is equal to the sum of the Total Cancellations Transactions Rejected, The Total New Policies Transactions Rejected and the Total Unknown Type Transaction Rejected, for the current month and year to date.

It should be noted that these totals reflect the number of transactions rejected and the Detailed Error Report reflects the number of errors which could include multiple errors per transaction.

The percent of total records rejected for both monthly and year to date are calculated as follows:

$$\frac{\text{Total Records Rejected}}{\text{Total Records Submitted}}$$

## Detailed Error Report for the Monthly Processing Cycle

Along with the Insurance Company Transaction Summary, the Error Report will be provided at the end of the cycle. This report lists any transaction errors that were encountered during the cycle run that were not previously reported for error correction. Companies that have no errors will receive the report with no errors message.

The Policy Number, error code, error description, VIN, Driver License Number, Transaction Type and Policy Effective or Cancellation Date are detailed for each record that errors. The report is ordered by policy number, VIN, and error code. The possible types of errors are as follows:

- **Invalid VIN**
- **Invalid Driver License**

If critical errors are still not corrected they will also be reported. These types of errors are as follows:

- **Missing VIN**
- **Missing Transaction Type**
  - 'C' Cancellation
  - 'N' New Policy

- **Missing or Invalid Date**  
A valid Cancellation Date or Policy Effective Date is required
- **Invalid Type/Date Combo**  
Transaction Type 'N' requires an Effective Date but no Cancellation Date  
Transaction Type 'C' requires a Cancellation Date but no Effective Date
- **Duplicate Transactions**  
The same record was sent twice on this month's submission. The same record was submitted prematurely in a prior month and did not process until this month.

**IMPORTANT NOTE:** Non-critical errors detailed on this report may include transactions from previous cycles, especially if their effective dates were a month ahead of the cycle due date

All companies should review the results of their submissions carefully and correct as many errors as possible in their data base to prevent these same errors from recurring in the future. In the case of duplicate records, the second of the two was dropped during our processing so no action is required. However, if there is a large and persistent quantity of duplicates, there may be an effective date out of range problem in the program creating the submission that should be fixed.

To correct invalid VINs and Drivers License Numbers you should contact the policy holder. It is possible that that Motor Vehicle Commission has the same incorrect VIN since the information is usually recorded from the registration document. The more accurate the insurance company data becomes, the more accurate the Uninsured Motorist Program will be.

### **Insurance Company Transaction Summary**

The Insurance Company Transaction Summary reports the number of records submitted and rejected for the company. The report is distributed for control purposes. The statistics are:

**Records Submitted**

**Total Effective Policies Records Submitted**

(Total count of records)

**Total Effective Policies Records Incorrect**

(Total records found in error)

The **percent of total records incorrect** is calculated as follows:

**Total Effective Policies Records Errored**

**Total Effective Policies Records Submitted**

## TECHNICAL SPECIFICATIONS FOR MONTHLY DATA SUBMISSION

All insurance companies must supply information through a Data Motion System (see appendix B)

### **A. Data Motion Transfer via Internet**

Register to 'My New Jersey' portal on the Internet. Microsoft Internet Explorer 5.5 Browser or higher is needed.

Your system administrator has created a secure email account for you at:

<https://ssl.datamotion.com/r.aspx?b=8&e=xxxxx%40xxxxxx%2Ecom&p=544P&cb=SONJ>

All Chrome and Firefox versions are compatible with the portal. If there is an issue it is suggested to utilize versions of IE 9 or below

### **B. " No Activity" FORM ( see appendix F)**

In the event that an insurance company has no policy information at this time for New Jersey, a paper form must be filed with the UMIS hotline by the due date **(609) 777-3894**

**Fax 609 777-3741**

## GLOSSARY

**Critical Error**- A data error on an insurance company's original submission, that prevents proper processing. It can be caused by inability to open or process a Data Motion Transfer, a bad date on the HEADER record, or key matching fields are missing on the individual data records (missing VIN, effective date, transaction type)

**DOBI** – Department of Banking and Insurance for the State of New Jersey

**MVC** – Motor Vehicle Commission

**Endorsement** – Any private passenger automobile addition/replacement to an existing policy.

**Fleet Policy** – A policy insuring multiple private passenger vehicles for a business 5 or more taxis, limousines, etc.

**Hit** – A VIN record submitted by an insurance company or servicing agent which matches the MVC vehicle registration

**Insurance Company Code** – The same 4 digit code assigned by the State of New Jersey for an insurance company's abstract requests. This ID code is a unique identification key per company in the UMIS system

**Monthly Process** – A special purpose matching by VIN of all insurance companies' new policies and cancellations for non-payment of premium within a particular month's effective dates.

**Non-Critical Error** – After UMIS processing is complete, records that remain unmatched are checked for potential bad VIN that precluded a match. R. L. Polk's VIN EDIT package is used and records that fail are listed on the returned report at month end. These records should be followed up and corrected on the insurance company's data base to eliminate these problems in future submissions. (There are other errors besides bad VINs; see prior sections for details).

**Servicing Agent** – Any person or organization duly designated by an insurance company to prepare, transmit or deliver records on behalf of that company.

## Business Client Instructions

NJ MVC mode of transportation for all UMIS accounts has been converted to Data Motion.

You will receive a notification at the email address you provided :  
That looks like the following :

Your system administrator has created a secure e-mail account for you  
at:

<https://ssl.datamotion.com/r.aspx?b=8&e=xxxxx%40xxxxxx%2Ecom&p=544P&cb=SONJ>

To access your account, simply follow these steps:

1. Click on the above link.
2. Create a password and verify it to protect your account.
3. Access your account to send and receive secure e-mail.

If you need help, please send an e-mail to [dm-notify@oit.state.nj.us](mailto:dm-notify@oit.state.nj.us) <<mailto:dm-notify@oit.state.nj.us>>

If you have questions you can forward them to the 2 email addresses provided above  
or [carol.sokolowski@dot.state.nj.us](mailto:carol.sokolowski@dot.state.nj.us)

We don't have a specific time line for the conversion, the average turnaround is about 2 weeks, once we collect your information (business address, email address that the invite will be sent to, telephone # etc

Please confirm that the following information needs to be confirmed before the Data Motion invitation can be sent ?

Company:

Technical Contact Name :

Address:

City/ State/Zip Code

Phone /fax

Technical email address

or a group email address ( if more than one person will be involved on the technical side of the house) please advise this is where the invitation will be sent

The DataMotion invitation and the manual have an 800 number for the DataMotion helpline. You could try directing questions to our SFT team:

[OIT-SFT-admin@oit.state.nj.us](mailto:OIT-SFT-admin@oit.state.nj.us) but I would contact DataMotion.

As I understand it, DataMotion is similar to the portal: instead of logging in there, you'll log onto DataMotion.

You will receive your user-id and password from DataMotion, not us. or as we discussed a group email address ( if more than one person will be involved on the technical side of the house)

## Monthly Production Schedule for 2013-2014

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| <b>Cancellation</b>   | <b>New Policies</b> | <b>Original submission<br/>Due date</b> | <b>Last day for Corrected<br/>Critical Errors</b> |
|-----------------------|---------------------|---|---|
| <b>November 2012</b>  | November 2012       | January 7, 2013                         | January 18, 2013                                  |
| <b>December 2012</b>  | December 2012       | February 7, 2013                        | February 18, 2013                                 |
| <b>January 2013</b>   | January 2013        | March 7, 2013                           | March 18, 2013                                    |
| <b>February 2013</b>  | February 2013       | April 7, 2013                           | April 18, 2013                                    |
| <b>March 2013</b>     | March 2013          | May 7, 2013                             | May 18, 2013                                      |
| <b>April 2013</b>     | April 2013          | June 7, 2013                            | June 18, 2013                                     |
| <b>May 2013</b>       | May 2013            | July 7, 2013                            | July 18, 2013                                     |
| <b>June 2013</b>      | June 2013           | August 7, 2013                          | August 18, 2013                                   |
| <b>July 2013</b>      | July 2013           | September 7, 2013                       | September 18, 2013                                |
| <b>August 2013</b>    | August 2013         | October 7, 2013                         | October 18, 2013                                  |
| <b>September 2013</b> | September 2013      | November 7, 2013                        | November 18, 2013                                 |
| <b>October 2013</b>   | October 2013        | December 7, 2013                        | December 18, 2013                                 |
| <b>November 2013</b>  | November 2013       | January 7, 2014                         | January 18, 2014                                  |
| <b>December 2013</b>  | December 2013       | February 7, 2014                        | February 18, 2014                                 |
| <b>January 2014</b>   | January 2014        | March 7, 2014                           | March 18, 2014                                    |
| <b>February 2014</b>  | February 2014       | April 7, 2014                           | April 18, 2014                                    |
| <b>March 2014</b>     | March 2014          | May 7, 2014                             | May 18, 2014                                      |
| <b>April 2014</b>     | April 2014          | June 7, 2014                            | June 7, 2014                                      |

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**NOTE: PLEASE SUBMIT IN A TIMELY MANNER, SUBMISSIONS ARE ACCEPTED EARLY**

## Monthly Submission Header Record Layout Description

| Field # | Field Name                 | Start Column | Type & Length      | Description   | Comments  |
|---------|----------------------------|--------------|--------------------|---|---|
| 1       | Record Name                | 1            | alpha/numeric(6)   | Must contain the word "HEADER"  | To indicate the FIRST record in the file                  |
| 2       | File Type                  | 7            | alpha/numeric(1)   | *must contain 'N' for a normal file submission or<br>* must contain 'E' for a corrected error file resubmission   |   |
| 3       | Insurance Company Code     | 8            | numeric(4)         | MVR code assigned by New Jersey Motor Vehicle Commission for driver abstracts   |   |
| 4       | Time Stamp                 | 12           | numeric(6)         | File creation time  | HHMMSS (hours, minutes, seconds)                          |
| 5       | Date Stamp                 | 18           | numeric(8)         | File creation date  | MMDDYYYY (month, day, year)                               |
| 6       | Original Cycle Due Date    | 26           | numeric(8)         | The date on the Production Schedule that all data was originally due It's the same date (the original cycle due the 7 <sup>th</sup> of the month) for normal submissions and subsequent error resubmissions | MMDDYYYY (month, day, year)<br><b>Note: DD= 07 always</b> |
| 7       | Filler                     | 34           | alpha/numeric(167) |   |   |
|         | <b>TOTAL RECORD LENGTH</b> |              | 200                |   |   |

| Field 1 | Field Name                  | Start Column | Type/Length       | Description  | Comments   |
|---------|-----------------------------|--------------|-------------------|--|--|
| 1       | Vin                         | 1            | alpha/numeric(19) | Vehicle Identification Number- If the vehicle manufacture year is 1981 or newer. This field must have 17 positions                   | Left justify   |
| 2       | Driver License Number       | 20           | alpha/numeric(15) | Must contain contiguous characters of a New Jersey Driver License Number. Owner of vehicle (preferred) or primary driver's license # | If out of state (not NJ) driver fill with spaces. Left justify   |
| 3       | Make of Car                 | 35           | alpha/numeric(5)  | National Crime Information Center (NCIC) standard or (ISO) standard vehicle make code  | Left justify   |
| 4       | Year of Car                 | 40           | numeric(4)        | Four digit vehicle model year  | YYYY   |
| 5       | Model of Car                | 44           | alpha/numeric(5)  | National Crime Information Center (NCIC) standard vehicle make code. Must contain contiguous characters                              | Left justify. Optional   |
| 6       | Insurance Company Code      | 49           | numeric(4)        | MVR code assigned by New Jersey Motor Vehicle Commission for driver abstracts  |  |
| 7       | Policy Owner Street Address | 53           | alpha/numeric(30) |  | Left justify   |
| 8       | Policy Owner City           | 83           | alpha/numeric(20) |  | Left justify   |
| 9       | Policy owner State          | 103          | alpha/numeric(2)  |  |  |
| 10      | Policy Owner Zip Code       | 105          | alpha/numeric(9)  | Zip Code of policy holder. 5 digits required but 9 digits preferred  | Left justify. Last 4 digites must be filled with spaces if not 9 |
| 11      | Transaction Type Code       | 114          | alpha/numeric(1)  | 'C' for cancellations; 'N' if new policy   |  |
| 12      | Policy Effective Date       | 115          | numeric(8)        | The date the new policy became effective. Required for 'N' transactions only, otherwise do not use this field and zero fill          | MMDDYYYY if not 'N' trans, then must default to zeros            |
| 13      | Policy Cancellation Date    | 123          | numeric(8)        | The date the policy was cancelled. Required for 'C' transaction type. Otherwise do not use this field, and zero fill instead         | MMDDYYYY if not 'C' trans, then must default to zeros            |
| 14      | Date Stamp                  | 131          | numeric(8)        | Format with the creation date/ date submitted  | MMDDYYYY   |
| 15      | Policy Number               | 139          | alpha/numeric(30) | Insurance company's unique policy identification number. If not used then must full with spaces                                      | Left justify. Optional   |
| 16      | Filler                      | 160          | alpha/numeric(31) |  | Space fill   |

TOTAL RECORD LENGTH

200

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| Field # | Field Name               | Start Column | Type & Length      | Description  | Comments                                |
|---------|--------------------------|--------------|--------------------|--|---|
| 1       | Record Name              | 1            | alpha/numeric(7)   | Must contain the word "TRAILER"  | To indicate the LAST record in the file |
| 2       | Insurance Company Code   | 8            | numeric(4)         | MVR code assigned by New Jersey Motor Vehicle Commission for driver abstracts and same as code Header record |   |
| 3       | Time Stamp               | 12           | numeric(6)         | File Creation Time   | HHMMSS (hours, minutes, seconds)        |
| 4       | Date Stamp               | 18           | numeric(8)         | File creation date   | MMDDYYYY (month, day, year)             |
| 5       | Total Records Count      | 26           | numeric(8)         | The total number of records in the file <u>including the header and trailer records</u>                      |   |
| 6       | Total New Policies       | 34           | numeric(8)         | The total count of records with a transaction type of 'N' in the file  |   |
| 7       | Total Cancelled Policies | 42           | numeric(8))        | The total count of records with a transaction type of 'C' in the file  |   |
| 8       | Filler                   | 50           | alpha/numeric(151) | Space fill   |   |

TOTAL RECORD LENGTH

200

Monthly Submission Sample Report Layout

STATE OF NEW JERSEY  
 DIVISIO OF MOTOR VEHICLES  
 UNINSURED MOTORIST IDENTIFICATION END OF MONTH SYSTEM  
 MONTHLY CYCLE – ORIGINAL DUE DATE: 01/07/94  
 INSURANCE COMPANY ERROR DETAIL REPORT

REPORT ID: AUMTD156

INSURANCE COMPANY CODE: 9999

INSURANCE COMPANY NAME: YOUR INSURANCE COMPANY'S NAME

| POLICY NUMBER    | ERROR CODE | ERROR DESCRIPTION        | VIN                 | DRIVER LICENSE NUMBER | TRANS TYPE | CANCELLATION EFFECTIVE DATE |
|------------------|------------|--------------------------|---------------------|-----------------------|------------|-----------------------------|
| A203045526121818 | 1001       | MISSING VIN              |                     | H12345670001000       | N          | 11/03/1993                  |
| B001103390000210 | 1002       | MISSING TRANSACTION TYPE | KDW12200XY990003880 | B22388126188002       |            | 12/20/1993                  |
| C305105600110355 | 1003       | MISSING OR INVALID DATE  | JBW0102232036002110 | C10300126952003       | C          |                             |
| D126272020171800 | 1004       | INVALID TYPE/DATE COMBO  | BJW1700D33300000000 | A22345609912001       | N          | 12/20/1993                  |
| E00XCV0010010650 | 3001       | INVALID VIN              | BBW2303034096077800 | DWXCV5008812009       | C          | 07/14/1993                  |
| F890004320507431 | 4001       | INVALID DRIVER LICENSE # | CCE1010021006012809 |                       | C          | 07/14/1993                  |
| G305105600110355 | 4002       | INVLAID LICENSE #-CORP   | JRW0102232036002110 | 462465313567433       | C          | 04/04/1993                  |
| ZZX3242ZZX234WSS | 3001       | INVALID VIN              | AA23423             | DWXCV500882009        | C          | 07/14/1993                  |

SUBTOTALS

| ERROR CODE | ERROR DESCRIPTION        | TOTAL | PERCENTAGE |
|------------|--------------------------|-------|------------|
| 1001       | MISSING VIN              | 1     | 12.50%     |
| 1002       | MISSING TRANSACTION TYPE | 1     | 12.50%     |
| 1003       | MISSING OR INVALID DATE  | 1     | 12.50%     |
| 1004       | INVALID TYPE/DATE COMBO  | 1     | 12.50%     |
| 3001       | INVALID VIN              | 2     | 12.50%     |
| 4001       | INVALID DRIVER LICENSE # | 1     | 12.50%     |
| 4002       | INVOLID LINCENSE - CORP  | 1     | 12.50%     |

GRAND TOTAL 8 100.00%

Uninsured Motorist Identification System

UMIS

Monthly Submission Sample Report Layout

STATE OF NEW JERSEY  
DIVISIO OF MOTOR VEHICLES  
UNINSURED MOTORIST IDENTIFICATION END OF MONTH SYSTEM  
MOTHLY CYCLE – ORIGINAL DUE DATE: 01/07/94  
INSURANCE COMPANY ERROR DETAIL REPORT

REPORT ID: AUMTD156

INSURANCE COMPANY CODE: 9999

INSURANCE COMPANY NAME: YOUR INSURANCE COMPANY'S NAME

| RECORDS SUBMITTED                   | CURRENT MONTH    | YEAR TO DATE     |
|-------------------------------------|------------------|------------------|
| Cancellations submitted             |                  |                  |
| Nonpayment cancellations            | 310              | 310              |
| <b>TOTAL CANCELLATION SUBMITTED</b> | <b>310</b>       | <b>310</b>       |
| New policies submitted              |                  |                  |
| new business                        | 670              | 670              |
| <b>TOTAL NEW POLICIES SUBMITTED</b> | <b>670</b>       | <b>670</b>       |
| Total unknown type submitted        | 1                | 1                |
| <b>TOTAL RECORDS SUBMITTED</b>      | <b>981</b>       | <b>981</b>       |
| <b>RECORDS REJECTED</b>             |                  |                  |
| <b>CANCELLATIONS REJECTED</b>       |                  |                  |
| Missing VIN                         | 0                | 0                |
| Missing effective/cancel date       | 1                | 1                |
| Invalid type/date combination       | 0                | 0                |
| Invalid VIN                         | 2                | 2                |
| Invalid driver license              | 2                | 2                |
| <b>TOTAL CANCELLATIONS REJECTED</b> | <b>5</b>         | <b>5</b>         |
| <b>NEW POLICIES REJECTED</b>        |                  |                  |
| Missing VIN                         | 1                | 1                |
| Missing effective/cancel date       | 0                | 0                |
| Invalid type/date combination       | 1                | 1                |
| Invalid VIN                         | 0                | 0                |
| <b>TOTAL NEW POLICIES REJECTED</b>  | <b>2</b>         | <b>2</b>         |
| <b>Total unknown type rejected</b>  | <b>1</b>         | <b>1</b>         |
| <b>TOTAL RECORDS REJECTED</b>       | <b>8 (0.825)</b> | <b>8 (0.82%)</b> |



# Motor Vehicle Commission

STATE OF NEW JERSEY  
MOTOR VEHICLE COMMISSION  
PO BOX 132  
TRENTON, NEW JERSEY 08666  
(609)292-7500

## SCHEDULED REGISTRATION SUSPENSION

D.L. NUMBER

|||||

The New Jersey Motor Vehicle Commission has determined that you have not maintained NJ liability insurance on the currently registered vehicle(s) listed on the back of this notice. Such coverage is required by NJ Law (NJSA 39:6B-1). By authority of NJSA 17:33B-41 and NJSA 39:5-30, MVC has scheduled the suspension of your NJ registration(s).

Your New Jersey registration privilege is scheduled to be suspended as of 01/25/2014 indefinitely.

If you do not satisfy the below requirements by the scheduled suspension date, you will receive an Order of Registration Suspension, which will require the payment of a \$100 restoration fee, and a Notice of Scheduled Suspension of your Driving Privilege.

The Motor Vehicle Commission will cancel the scheduled suspension if you present the following proof:

- If you have liability insurance for the vehicle(s), you must present:
  - A) A photocopy of a current NJ insurance identification card (but not for the cancelled policy); or
  - B) A photocopy of the declaration page of your current insurance policy describing the vehicle(s) and coverage; or
  - C) A photocopy of a Notice of Policy Reinstatement.

If you no longer own or use the vehicle(s), or if it is registered in another state, you must:

- A) Surrender the registration certificate(s) and plates and
- B) Present a photocopy of the receipt for the surrendered registration certificate(s) and plates; or
- C) If the registration certificate(s) and plates are no longer in your possession or have been transferred to another vehicle owned by you, present a written statement explaining what you did with the plates; or
- D) If the vehicle is no longer used, surrender the registration(s) and plates, and present the receipt and a written statement describing the condition of the vehicle(s) if inoperable, or explaining why the vehicle(s) is not in use.

You can mail the required proof to Motor Vehicle Commission at PO Box 132, Trenton, NJ 08666-0132 (enclose a copy of this notice), or you may present it in person at any Motor Vehicle Commission Walk-In Site.

You can obtain a listing of New Jersey Motor Vehicle Commission Walk-In Sites that specifically process this type of transaction by either visiting the Commission's web site at [www.njmvc.gov/services](http://www.njmvc.gov/services) or by contacting our restoration information number at 609-292-7500.

If your registration privilege is suspended on the date above, you cannot drive, or allow anyone else to drive, any vehicle registered in your name until you receive written notice from the Chief Administrator stating that your registration privilege has been restored. If you are convicted of operating or permitting the operation of the vehicle(s) during the period of suspension, you will be subject to a fine, an insurance surcharge, a suspension, and possibly a jail sentence.

Please help us to reduce the number of uninsured motorists and the cost of insurance by complying with this notice.

Raymond P. Martinez, Chief Administrator

Please visit us at [www.njmvc.gov](http://www.njmvc.gov)

Appendix D



## UMIS CONTACT INFORMATION

OIT Hotline Personnel

OIT Hub Data

300 Riverview Plaza

Trenton, Nj 08625

[umisprod@oit.state.nj.us](mailto:umisprod@oit.state.nj.us)

NJ Abstract 4 digit \_\_\_\_\_

UMIS Hotline #609-777-3894

DOBI 3 digit code \_\_\_\_\_

|                                   |                              |
|-----------------------------------|------------------------------|
| <b>Company:</b>                   | <b>Report:</b>               |
| Tech Contact:                     | Address:                     |
| Address:                          | City:                        |
| City:                             | State:                       |
| State:                            | Zip Code:                    |
| Zip Code:                         | Phone (     )     -     Ext. |
| Phone (     )     -     Ext.      | Fax                          |
| Fax                               | Email:                       |
| Email:                            |                              |
|                                   | <b>Executive/Supervisor:</b> |
| <b>Alt. Contact:</b>              | Title:                       |
| Alt. Phone (     )     -     Ext. | Phone (     )     -     Ext. |
| Alt. Address:                     | Exec. Address 1:             |
| Fax                               | Exec. Address 2:             |
|                                   | City/State/Zip:              |
| <b>Vendor:</b>                    |                              |
| Contact:                          |                              |
| Phone (     )     -     Ext.      |                              |
| Vendor Address:                   |                              |
| City/State/Zip:                   |                              |

**This form must be completed and returned to the address above in order to be put on the UMIS Contact Database. If you already have a 4 digit Abstract Requestor Code for the State of New Jersey write it on the top right corner of this form where indicated. If not please contact April Kratz, MVC at 609-292-7500 Ext 2867 to obtain one otherwise leave this blank**

**No Activity to Report**

Three digit code \_\_\_\_\_

N.A.I.C. \_\_\_\_\_

Insurance Company Code: \_\_\_\_\_  
(4 digit MVR Code New Jersey assigned to driver abstract)

Insurance Company Name: \_\_\_\_\_

Cycle Due Date:    \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
                          month    day    year

The above mentioned company has no policy or cancelled policy information to report for the current monthly cycle of the New Jersey Uninsured Motorist Identification System.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Company Representative)

Instructions for this form:  
  
In lieu of a monthly or semi-annual data submission, this form must be mailed by the deadline to:  
                          State of New Jersey  
                          OIT Hub Data Center  
                          1 Schwartzkopf Dr.  
                          Trenton, NJ 08625-0113  
                          Attn: UMIS  
  
If any questions please call the UMIS Hotline at 609-777-3894 (fax# 609-777-3941)