



June 9, 1999

BULLETIN #861

RE: TAGGING PROCEDURE REVISIONS

Effective 7/1/99 the following changes will impact the tagging procedures:

(1) The repetitive error tagging procedures will be eliminated. All SL-1 and SL-2 form errors will be individually tagged, even if multiple policies within a batch contain the same error.

(2) All late filings will be tagged.

- If a filing is submitted late, **with an explanation included**, an informational tag will be issued. No response is necessary for the informational tag.
- If a filing is submitted late, **with no explanation included**, the broker will receive a tag advising the filing is late. A response is required for this tag.

(3) Batches containing a large number of errors will be returned to the broker. If 1/3 or more of the documents within a batch contain errors it will be returned to the broker for corrections.

(Note: Each returned batch will include a SLA coversheet. The broker should include the SLA coversheet when resubmitting corrected batches so we can track the original date of receipt; returned filings will not be tagged late if the original submission date was within 60 days of placement.)

Please contact Judith Flowers, Pat McAuley, Nadine Watso, or Deanna Zanoni if there are any questions about the changes in our procedures.

Judith Flowers
Manager of Data Processing