



FEMA

W-13035

June 24, 2013

MEMORANDUM FOR: Write Your Own (WYO) Principal Coordinators and the  
National Flood Insurance Program (NFIP) Servicing Agent

A handwritten signature in black ink, appearing to read "Dennis L. Kuhns".

FROM: Dennis L. Kuhns  
Director, Risk Insurance Division  
Federal Insurance and Mitigation Administration

SUBJECT: Early Transaction Record Reporting and Processing (TRRP) Data  
Submittals Effective October 1, 2013

The purpose of this bulletin is to clarify the method for handling early new business and renewals since the October 2013 program changes have required revisions in the TRRP record layouts. FEMA will implement the changes effective October 1, 2013. We are aware that transactions with an October effective date may be processed earlier than October. The requirement for the NFIP system of record, the NFIP Direct Servicing Agent, and the WYO partners is to make the changes effective in October.

Please continue to use the current record layouts to report all transactions, including early new business and renewals, until the October 2013 data submissions. This ensures that everyone will be processing the correct record layouts until that time. Beginning with the October 2013 data cycle, independent companies and vendors should discontinue use of the current record layout and use only the new record layout for all transactions. In addition, you can then submit "23A" policy correction transactions using the new layout to provide the additional data elements required by the Biggert-Waters Flood Insurance Reform Act of 2012 (BW 12).

As is customary with any program changes, the NFIP Legacy Systems Services (LSS) will re-edit all policies following the October 2013 data cycle and remove any errors that may have been caused by the early reporting. If "23A" policy correction transactions are not submitted and processed by NFIP LSS to provide the additional data elements required for policies effective on or after October 1, 2013, you will continue to receive TRRP errors related to BW 12.

Please reference Bulletin W-13016, dated March 29, 2013, and Bulletin W-13026, dated May 3, 2013, for guidance on the new record layouts and other changes effective October 1, 2013.

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A separate bulletin is forthcoming with financial reporting instructions for the reserve fund assessment.

If you have any questions or concerns, please contact your NFIP LSS WYO business analyst via email address: [Business-Analysts@nfipstat.fema.gov](mailto:Business-Analysts@nfipstat.fema.gov).

cc: Vendors, IBHS, FIPNC, Government Technical Representative

Suggested Routing: Accounting, Claims, Data Processing, Marketing, Underwriting