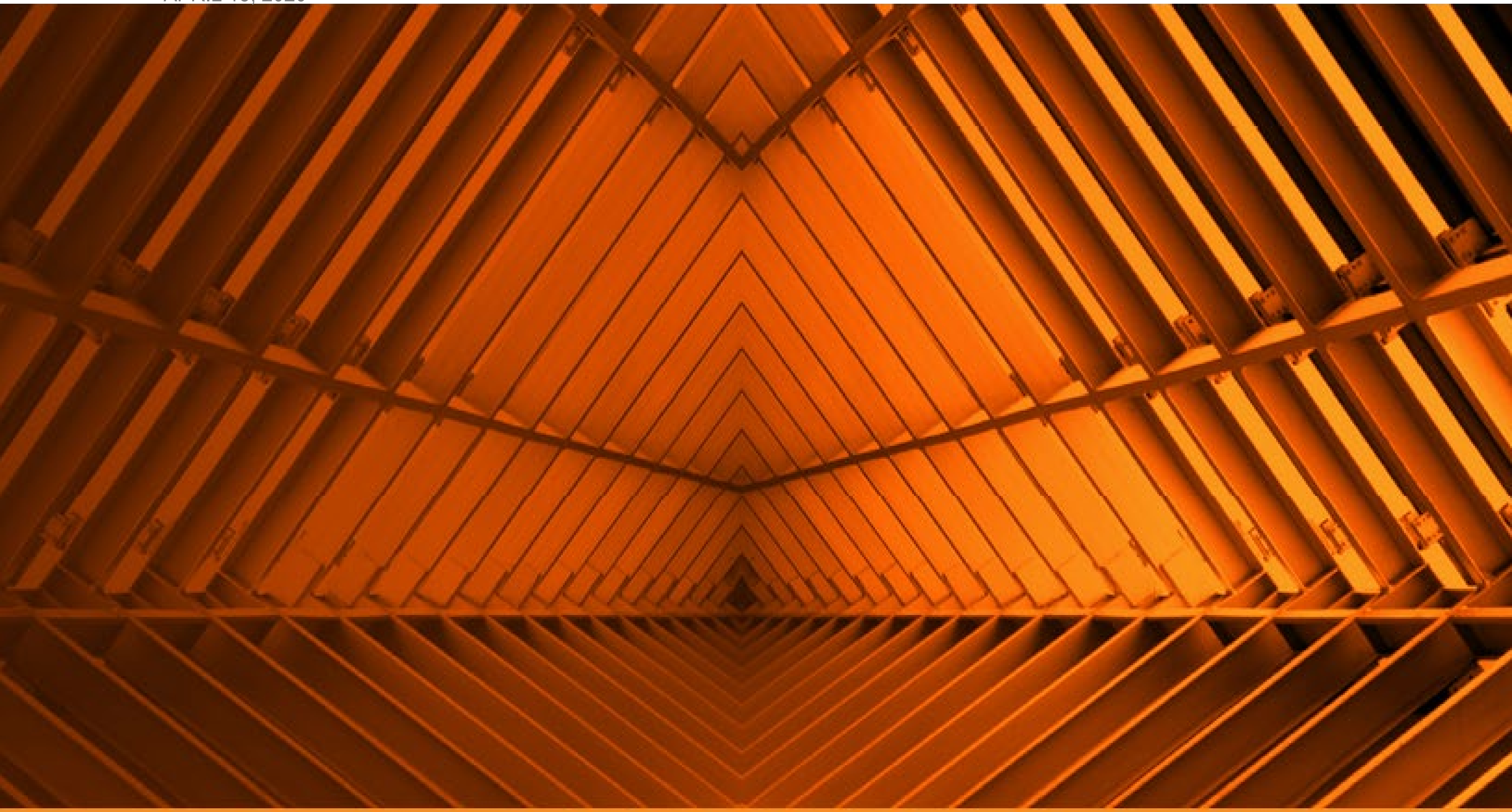
DTCC

INSURANCE & RETIREMENT SERVICES

PROCESSING RULES FOR BROKER DEALER OF RECORD CHANGE: B2B CLIENT TRANSMISSION

APRIL 15, 2020



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Title: Processing Rules for Broker Dealer of Record Change: B2B Client Transmission

CHANGE HISTORY

Dates	Description
April 15, 2020	In support of the September 2020 release, required to enter a CRD Number and/or NPN Number for all Agents.

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INTRODUCTION

The following are the significant data elements supporting the Broker Dealer of Record Change (Change of Financial Institution). When building the B2B Policy Administration (TXLife 113) request message, build the message supporting these elements and the rules supporting each of the five (5) Change or Financial Institution transfer types.

Important:
To produce a valid message for processing, the below requirements in this document must be used in combination with the DTCC Policy Administration IFT web services schema requirements. The request message delivered to the carrier should be consistent of a Policy Administration request message generated from the IFT Access Platform or from a client's B2B transmission.

Supported transfer types are

Current Broker	TO	New Broker
Custodial		Custodial (Qualified)
Non-Custodial		Custodial (Qualified)
Non-Custodial		Non-Custodial (Qualified)
Custodial		Non-Custodial (Qualified)
Non-Custodial		Non-Custodial (Non-Qualified)

PROCESSING RULES

Broker Dealer of Record	Max Length	Custodial to Custodial and Non-Custodial to Custodial	Non-Custodial to Non-Custodial	Custodial to Non-Custodial	Non-Qualified (Non-Custodial to Non-Custodial)
Contract Number Holding.Policy.PolNumber	30	R	R	R	R
Client Account Number Holding.DistributorClientAcctNum	30	R	R	R	R
Continue SWP? * Yes (1) *No (0) * Unknown (don't populate) Holding.Arrangement.ContinueArrangementInd		O Populate when response = Yes or No, else (ie unknown) don't populate Arrangement Object	O Populate when response = Yes or No, else (ie unknown) don't populate Arrangement Object	O Populate when response = Yes or No, else (ie unknown) don't populate Arrangement Object	O Populate when response = Yes or No, else (ie unknown) don't populate Arrangement Object
Relationship Type * Owner (8) Joint Owner (184) * Primary Beneficiary (34) * Contingent Beneficiary (36) * Annuitant (35) *Joint Annuitant (183) Relation.RelationRoleCode	30	Owner – R (1 occurrence) Annuitant – R (1 occurrence) Beneficiary – R (1 occurrence)	Owner – R (1 occurrence) Annuitant - O (0,1 occurrence)	Owner – R (1 occurrence) Annuitant – R (1 occurrence) Beneficiary –R (1,8 occurrence)	Owner (or Joint Owner)– R (1, 10 occurrence) Annuitant (or Joint Annuitant) – O (0, 2 occurrence) Use 'Joint Owner' for all when multi Owner Use 'Joint Annuitant' for all when multi Annuitants
First Name Party.Person.FirstName	25	C Required for Annuitant	C Required for each Relation Role	Owner – R Annuitant –R Beneficiary– C Required when 'Natural Person'	C Required if Relationship Type is Present and Owner is 'Natural Person'. Required if Relationship Type is 'Annuitant'

Broker Dealer of Record	Max Length	Custodial to Custodial and Non-Custodial to Custodial	Non-Custodial to Non-Custodial	Custodial to Non-Custodial	Non-Qualified (Non-Custodial to Non-Custodial)
Last Name Party.Person.LastName	30	C Required for Annuitant	C Required for each Relation Role	Owner – R Annuitant –R Beneficiary– C Required when 'Natural Person'	C Required if Relationship Type is Present and Owner is 'Natural Person'. Required if Relationship Type is 'Annuitant'
Entity Name Party.Organization.FullName	105	C Required for Owner and Beneficiary (both should be the same value)	Not used	Beneficiary– C Required when 'Non-Natural' (Trust)	C Required if Relationship Type is Present and Owner is a 'Non-Natural'
Tax ID Qualifier * SSN (1) * TIN (2) Party.GovtIDInfo.GovtIDTC	3	R Required for each Relation Role	R Required for each Relation Role	R Required for each Relation Role	R Required for each Relation Role
Tax ID Party.GovtIDInfo.GovtID	9	R	R	R	R
Beneficiary Date of Birth Party.Person.BirthDate	8	Not used	Not used	O Populate when Beneficiary is 'Natural Person' Format: yyyy-mm-dd	Not used
Beneficiary Allocation Pct. (whole numbers only) Relation.InterestPercent	3	Set to 100	Not used	R Mutually Exclusive with Distribution Option – Enter for all Beneficiaries with same role (Primary vs. Contingent)	Not used

Broker Dealer of Record	Max Length	Custodial to Custodial and Non-Custodial to Custodial	Non-Custodial to Non-Custodial	Custodial to Non-Custodial	Non-Qualified (Non-Custodial to Non-Custodial)
Beneficiary Distribution Option Equal (1) Relation.DistributionOption		Not used	Not used	R Mutually Exclusive with Beneficiary Allocation Pct. – Enter for all Beneficiaries with same role (Primary vs Contingent)	Not used
Is the Beneficiary Irrevocable? * Yes (1) * No (0) Relation.IrrevokableInd	3	Not used	Not used	R Required for all Beneficiaries	Not used
Address Type * Business (2) * Residence (1) * General Mailing (17) Party.Address.AddressTypeCode	20	C Required when relationship is Owner	Not used	C Required for Owner, Optional for Beneficiary	Not used
Street Address - Line 1 Parry.Address.Line1	35	C Required when relationship is Owner	Not used	C Required for Owner, Optional for Beneficiary	Not used
Street Address - Line 2 Party.Address.Line2	35	O	Not used	O	Not used
City Party.Address.City	30	C Required when relationship is Owner	Not used	C Required for Owner, Optional for Beneficiary	Not used
State Party.Address.AddressStateTC	30	C Required when relationship is Owner	Not used	C Required for Owner, Optional for Beneficiary (See special rules for non-US States)	Not used

Broker Dealer of Record	**Max Length**	**Custodial to Custodial and Non-Custodial to Custodial**	**Non-Custodial to Non-Custodial**	**Custodial to Non-Custodial**	**Non-Qualified (Non-Custodial to Non-Custodial)**
Zip Code Party.Address.Zip	5 numeric (cty = US) 15 alphanumeric (cty = non-US)	C Required when relationship is Owner	Not used	C Required for Owner, Optional for Beneficiary	Not used
Country Party.Address.AddressCountryTC	15	C Required when relationship is Owner	Not used	C Required for Owner, Optional for Beneficiary (See special rules for non-US Country)	Not used
Agent Relationship Type * Primary Agent (37) * Servicing Agent (38) * Agent (11) Relation.RelationRoleCode	30	R (1, 20 occurrence)	R (1, 20 occurrence)	R (1, 20 occurrence)	R (1, 20 occurrence)
First Name Party.Person.FirstName	25	R	R	R	R
Last Name Party.Person.LastName	35	R	R	R	R
Agent Tax ID Qualifier * SSN (1) Party.GovtIDInfo.GovtIDTC	3	R	R	R	R
Agent Tax ID Party.GovtIDInfo.GovtID	9	R	R	R	R

Broker Dealer of Record	Max Length	Custodial to Custodial and Non-Custodial to Custodial	Non-Custodial to Non-Custodial	Custodial to Non-Custodial	Non-Qualified (Non-Custodial to Non-Custodial)
Agent Allocation Percent (whole numbers only) Relation.InterestPercent	3	R	R	R	R
Agent (CRD) Central Registration Number Party.Producer.CRDNumber	10	C Mutually Exclusive with NPN Number- Required to enter CRD Number and/or NPN Number.	C Mutually Exclusive with NPN Number- Required to enter CRD Number and/or NPN Number.	C Mutually Exclusive with NPN Number- Required to enter CRD Number and/or NPN Number.	C Mutually Exclusive with NPN Number- Required to enter CRD Number and/or NPN Number.
Agent (NPN) National Producer Number Party.Producer.NIPRNumber	10	C Mutually Exclusive with CRD Number- Required to enter NPN Number and/or CRD Number.	C Mutually Exclusive with CRD Number- Required to enter NPN Number and/or CRD Number.	C Mutually Exclusive with CRD Number- Required to enter NPN Number and/or CRD Number.	C Mutually Exclusive with CRD Number- Required to enter NPN Number and/or CRD Number.
Agent Team ID Grouping.FullName	20	O	O	O	O
Carrier Assigned Agent ID Party.Producer.CarrierAppointment.CompanyProducerID	20	O	O	O	O
Distributor Assigned Agent ID Party.Producer.ProducerAgreement.OLifeExtension.FirmAssignedProducerID	20	O	O	O	O
Form Name FormInstance.FormName	30	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation
Attachment Type Document (1) Form (5) FormInstance.Attachment.AttachmentType	1	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation

Broker Dealer of Record	Max Length	Custodial to Custodial and Non-Custodial to Custodial	Non-Custodial to Non-Custodial	Custodial to Non-Custodial	Non-Qualified (Non-Custodial to Non-Custodial)
Mime Type PDF (17) TIFF (11) FormInstance.Attachment.MimeTypeTC	2	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation
Attachment FormInstance.Attachment.AttachmentHashValue		C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation	C Required when your Carrier partner requires your documentation
Required Change Type(s)		1004900077 67 66 74 27 30	1004900077 27	1004900077 67 66 74 27 30	1004900077 27

BEST PRACTICE

BIN: if Broker does not have a BIN number at time of data entry, enter zero “0” as the BIN. Carrier will use that value as the new BIN number at the receiving Broker until further notice.

GENERAL

- Each TXLife 113 request message will contain a single contract.
- Partial SSN are not acceptable. Full SSN (no hyphens) is to be used with element <GovtID>

Note:
For Agents identification, DTCC is working toward removing SSN and applying CRD and/or NPN Number which is currently available for data entry.

- Product Code, Carrier Code, CUSIP Number are not supported in this message for Change of Financial Institution.
- Based on the transfer type, certain rules and validations will apply.

AGENT Information

- Only 1 Primary Agent is allowed per transaction
  - All transactions must have at least the Primary Agent
- Maximum of 20 Agents are allowed per transaction
- Each Agent Tax ID must be unique
- Agent Allocation Percent must sum to 100%
- Agent Allocation Percent must be whole number (eg: 0 = 0%, 5 = 5%, 10 = 10%, 100 = 100%)
- Only one Team ID is allowed per TXLife 113 transaction. All Agents identified on the transaction with a Team ID, will be on the same Team.
- Required to enter a CRD Number and/or NPN Number for all Agents.

Non-Custodial to Non-Custodial Rules

RELATIONSHIP Information

- Owner is Required and Annuitant is Optional
- Owner and Annuitant are to be allowed one occurrence each per transaction

Non-Custodial or Custodial to Custodial Rules

RELATIONSHIP Information

- Owner and Annuitant are Required
- Only 1 Owner and Annuitant are allowed per transaction
- Address Information is required for Relationship Type = 'Owner'
- Complete the 'Beneficiary' Relationship Type information based on the 'Owner' information entered:
  - Set Owner's to Entity Name to Beneficiary Entity Name
  - Set Owner's to Tax ID Qualifier and Tax ID to Beneficiary Tax ID Qualifier and Beneficiary Tax ID
  - Set Beneficiary Allocation Percent = 100
  - Beneficiary Allocation Percent must be whole number (eg: 100 = 100%)

Custodial to Non-Custodial Rules

RELATIONSHIP Information

- Owner, Annuitant and Beneficiary are Required
- Only 1 Owner, 1 Annuitant and maximum 8 Beneficiaries are allowed per transaction
- Beneficiary relationship can be either Natural (Person) or Non-Natural Entity
- At least 1 Beneficiary must be the Primary Beneficiary
- If more than 1 Beneficiary is entered, they can be any combination of Beneficiary (ie: Primary or Contingent)
- If Primary or Contingent Beneficiary’s Date of Birth is entered, the date must not be a future date from the current date.
- Total of Beneficiary Allocation Percent must = 100 (per Primary and/or Contingent Beneficiary)
- Beneficiary Allocation Percent must be whole number (eg: 0 = 0%, 5 = 5%, 10 = 10%, 100 = 100%)
- Distribution Option of ‘equal distribution’ (value 1) among beneficiaries is available for either Primary and/or Contingent beneficiaries.

Note:
Beneficiary Allocation amounts or Distribution Option are mutually exclusive. Therefore, both options cannot be combined with any one beneficiary type (Primary or Contingent) per transaction.

- Address Information is required for Relationship Type = 'Owner'
- Address Information is optional for Relationship Type = 'Beneficiary'
- **If Address Information for Country = US:**
  - Use the ACORD State code.
  - Use ‘US’ Country represented with ACORD Country (value 1)
- **If Address Information for Country is non-US:**
  - Transmit to carrier the ACORD code value of '1000' to represent State and '2147483647' to represent Country.

- If Non-US addresses are entered, all address information text (including State and Country) will be transmitted verbatim to carrier.

Non-Qualified Rules

RELATIONSHIP Information

- Owner is Required, Annuitant is Optional
- If more than 1 Owner, they should all be assigned as 'Joint Owner'
- Owner relationship can be either Natural (Person) or Non-Natural Entity
- Maximum number of total Relationships (counting both Owner and Annuitant) are 10 per transaction
- Only Natural (Person) Owners can have more than 1 Owner relationship
- If an 'Annuitant' or 'Joint Annuitant' is to be entered, max of 2 Annuitants should be entered per transaction.
- If more than 1 Annuitant, they should both be assigned as 'Joint Annuitant'

FOR MORE INFORMATION

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