

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 200 (3/93)	Producer Account	<p>At the end of each account month, a list must be produced of all items entered for that account month. The list can be prepared by the producer or the company. ACORD has developed ACORD 200, the Producer Account form for this function which was designed to be prepared by companies or producers, either manually or by computer.</p> <p>All items recorded in company accounts receivable or producer accounts payable can be entered on this form and submitted to the company or producer when due for each account month.</p> <p>Individual company/producer contracts may stipulate whether the company or producer prepares this monthly form. Regardless of who completes the form, ACORD recommends that the form be produced and released so it will be received by the other party no later than the 10th of the month following each account month.</p>
TITLE	Producer Account	<p>Agents and companies should list items either numerically or alphabetically. Entries should be made on each line, although a single policy may take up more than one line because of different coverages or commission rates.</p> <p>Special entries such as dividends, and special state requirements should be entered on separate lines, as well as entries for installments and finance charges (e.g., New Jersey Surcharge or Kentucky Tax).</p> <p>Fully complete the Identification Section since this is a stand-alone form.</p>
IDENTIFICATION	To	Recipient of the form (company or producer).
IDENTIFICATION	From	Preparer of the form (company or producer).
IDENTIFICATION	Account Month	Statement month for company billing and the account current month for agency-prepared statements.
IDENTIFICATION	Page of Pages	Indicate the page number, and the number of pages in this Producer Account for the account month.
IDENTIFICATION	Producer Code	Alpha and/or numeric code number used by the company to identify the producer.
IDENTIFICATION	Company Code	Alpha and/or numeric code used to identify the company that is providing the coverages.
ITEM	Item #	Each item should be numbered consecutively.
ITEM	Insured's Name	Full name of the insured as it appears on the policy.
ITEM	Producer Customer Acct. #	If the producer uses a customer account identification number, it should be provided. If the form is prepared by the company, the number will usually not be provided.

ITEM	Solicitor Code	Assigned number for each agency producer.
ITEM	Effective Date	Month/day/year (MM/DD/YYYY) when coverage commences/ceases on an endorsement or other coverage document.
ITEM	Policy Number	Number assigned by the company for the policy.
ITEM	Trans	Appropriate transaction code. ACORD recommends that a two-digit transaction code be used (see legend at the bottom of the form). The first digit indicates the major type of transaction, the second digit further defines the type of transaction. The second digit will vary from company to company.
ITEM	Class	Appropriate class code. A four-digit column is provided for current company class codes.
ITEM	Gross Premium	Total premium, including commission, charged to the insured.
ITEM	Commission Rate	Commission rate (percentage) owed to the producer for a specific coverage or entire policy. If percentages vary, use separate line items. The commission should be entered as a four-digit rate. If the rate is not available due to a split or multiple commission, or commission is fee-based on premium, a dollar amount should be entered.
ITEM	Net Premium Due Company	Amount of net premium due company. If it is a credit amount due the agent or the insured, indicate the credit by inserting (CR) after the dollar amount. * ACORD recommends that dollar signs be used consistently. If the amount is owed the company, it is shown as positive; if it is owed the agency, it is shown as negative. (e.g., On a new business application, the gross and net amounts are positive, the commission amount is negative).