

Section Name	Field Name	Field and/or Section Description
TITLE ACORD 201 (3/93)	Producer Account Discrepancy Notice	Upon receiving the company or producer-prepared statement, the recipient compares it with information in his/her records. Investigating any differences or discrepancies will lead to communication between the two parties and settlement of each discrepancy. ACORD 201, the Producer Account Discrepancy Notice was developed for this purpose. It is prepared either manually or by computer by the recipient of the Producer Account form. The form is sent in duplicate to the preparer within 10 days of receipt of the Producer Account. It is recommended that discrepancies be listed by type (e.g., commission differences, premium differences, omitted items or unpaid accounts).
IDENTIFICATION	Date	Month/day/year on which the form is completed.
IDENTIFICATION	To	Recipient of the form (company or producer).
IDENTIFICATION	From	Preparer of the form (company or producer).
IDENTIFICATION	Account Month	Designates the 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.
DISCREPANCIES	Item #	Number of the corresponding item on the Producer Account form.
DISCREPANCIES	Insured's Name	Full name of the insured as it appears on the policy.
DISCREPANCIES	Effective Date	Date when coverage commences/ceases on an endorsement or other coverage document. (MM/DD/YYYY)
DISCREPANCIES	Policy #	Number assigned by the company for the policy.
DISCREPANCIES	Company Records Show, Gross Premium	Total premium including commission which is the amount charged to the insured for a specific line item.
DISCREPANCIES	Company Records Show, 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 unavailable due to a split or multiple commission, or when commission is a fee-based on premium, a dollar amount should be entered.
DISCREPANCIES	Producer Records Show, Gross Premium	Total premium including commission which is the amount charged to the insured for a specific line item.

DISCREPANCIES	Producer Records Show, 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 unavailable due to a split or multiple commission, or when commission is a fee-based on premium, a dollar amount should be entered.
DISCREPANCIES	Net Difference	Amount of the net difference between the company and producer information. A (CR) after the dollar amount indicates a credit to the producer's records.
COMMENTS	Item #	Number of the corresponding item on the Producer Account form.
COMMENTS	Please Adjust Records or Reply by	Comments or other items that will assist in reconciling the Producer Account.