# Business Case

Northwestern Mutual is looking to transform its current client data management practices to support their digital transformation journey and to provide customer centric capabilities and a 360-degree view of client data, including a single consolidated preferred view of each client based upon available data.

The purpose of this document is to identify the codes and indicators that are in the PDB Database. For specific definitions for any codes or indicators, please review the [Client 360 3D](http://community.nml.com/sites/entsol/AS/Client%20360/Architecture-Design%20Diagrams/Client%20360%203D.xlsx).

# Stakeholders

|  |  |
| --- | --- |
| Name | Role |
| JoAnn Schmitt | Client Data Owner |
| Chris Herrera | Subject Matter Expert |

# Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Version Number | Date | Edited By | Updates Made |
| 1.0 | 9/13/18 | Melissa Flores | Reviewed by business and Client 360 Team |
|  |  |  |  |
|  |  |  |  |

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* 1. All codes listed within this document, that are not on the specific table within the requirement, will be mapped to null/blank unless otherwise stated.
     1. For all values mapped to null/blank, that were not previously coded as null/blank, the business and data stewards will need to be informed, unless otherwise stated.
  2. CDP should allow the values listed in the below table for Address Context code.
     1. If there is a value field, but is not in the below table, and an address is present, it will be mapped to 0.
     2. If there is a value for this field and the address is blank, it will be mapped to blank.
     3. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Address Context Code |
| Unknown | 0 |
| Home | 1 |
| Business | 2 |
| Temporary | 3 |
| Alternate | 4 |
| School | 5 |

* 1. CDP should allow the following values listed in the below table for Address Type code.
     1. All codes that are not on the below table will be mapped to 99.
     2. For all values mapped to 99, that were not previously coded as 99, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Address Type Code |
| N/A | 0 |
| Primary address | 1 |
| US postal service box | 2 |
| Shipping address (excluding USPS box) | 3 |
| Service address | 4 |
| Billing address | 5 |
| Payment address | 6 |
| Unknown | 99 |

* 1. CDP should allow the following values listed in the below table for Alternate Legal Entity Type code.

|  |  |
| --- | --- |
| Description | Alternate Legal Entity Type Code |
| Distributor (Agent) Number | 5 |
| Field Org Terr Num (Agency Number) | 6 |

* 1. CDP should allow the following codes within the table for Back-up Withholding code.
     1. If there is a value for this field, but is not in the below table, and a TaxPayer Identification number is present, it will be mapped to 0.
     2. If there is a value for this field and the TaxPayer Identification number is blank, it will be mapped to blank.
     3. For all values mapped to 0, that were not previously coded as 0, the business and data stewards will need to be informed.

|  |  |  |
| --- | --- | --- |
| Description | Backup Withholding Code | Additional Codes Values to Map |
| No backup with withholding required | 0 |  |
| Backup withholding required – Client Notification | 1 |  |
| Backup withholding required -  IRS Notificatin | 2 | 3, 4 |
| Information not available | Null |  |

* 1. CDP should allow the following values in the below table for Birth Country code.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code | Description |  | Code | Description |  | Code | Description |  | Code | Description |  | Code | Description |
| AD | Andorra |  | AX | Axland Islands |  | IN | India |  | MV | Maldives |  | SN | Senegal |
| AE | United Arab Emirates |  | BL | Saint Barthelemy |  | IO | British Indian Ocean Territory |  | MW | Malawi |  | SO | Somalia |
| AF | Afghanistan |  | GG | Guernsey |  | IQ | Iraq |  | MX | Mexico |  | SR | Suriname |
| AG | Antigua and Barbuda |  | CX | Christmas Island |  | IR | Iran |  | MY | Malaysia |  | ST | Sao Tome and Principe |
| AL | Albania |  | CY | Cyprus |  | IS | Iceland |  | MZ | Mozambique |  | SV | El Salvador |
| AM | Armenia |  | CZ | Czech Republic |  | BQ | Sint Eustatius and Saba Bonaire |  | NA | Namibia |  | SY | Syria |
| DO | Dominican Republic |  | DE | Germany |  | CW | Curacao |  | NC | New Caledonia |  | SZ | Swaziland |
| AO | Angola |  | DJ | Djibouti |  | JE | Jersey |  | NE | Niger |  | TC | Turks and Caicos Islands |
| AQ | Antarctica |  | DK | Denmark |  | IT | Italy |  | NF | Norfolk Island |  | TD | Chad |
| AR | Argentina |  | DM | Dominica |  | JM | Jamaica |  | NG | Nigeria |  | TF | French Southern Territories |
| AS | American Samoa |  | DZ | Algeria |  | JO | Jordan |  | NI | Nicaragua |  | TG | Togo |
| AT | Austria |  | EC | Ecuador |  | JP | Japan |  | NL | Netherlands |  | TH | Thailand |
| AU | Australia |  | EE | Estonia |  | KE | Kenya |  | IM | Isle of Man |  | TJ | Tajikistan |
| AI | Anguilla |  | EG | Egypt |  | KG | Kyrgyzstan |  | ME | Montenegro |  | TK | Tokelau |
| AW | Aruba |  | EH | Western Sahara |  | KH | Cambodia |  | NO | Norway |  | TL | Timor-Leste |
| AZ | Azerbaijan |  | ER | Eritrea |  | KI | Kiribati |  | NP | Nepal |  | MF | Saint Martin (French part) |
| BA | Bosnia and Herzegovina |  | ES | Spain |  | KM | Comoros |  | NR | Nauru |  | RS | Serbia |
| BB | Barbados |  | ET | Ethiopia |  | KN | Saint Kitts and Nevis |  | NU | Niue |  | SS | South Sudan |
| BD | Bangladesh |  | FI | Finland |  | KP | Democratic People's Republic Of Korea |  | NZ | New Zealand |  | TM | Turkmenistan |
| BE | Belgium |  | FJ | Fiji |  | KR | Republic Of Korea |  | OM | Oman |  | TN | Tunisia |
| BF | Burkina Faso |  | FK | Falkland Islands (Malvinas) |  | KW | Kuwait |  | PA | Panama |  | TO | Tonga |
| BG | Bulgaria |  | FM | Micronesia |  | KY | Cayman Islands |  | PE | Peru |  | TR | Turkey |
| BH | Bahrain |  | FO | Faeroe Islands |  | KZ | Kazakhstan |  | PF | French Polynesia |  | TT | Trinidad and Tobago |
| BI | Burundi |  | FR | France |  | LA | Laos |  | PG | Papua New Guinea |  | TV | Tuvalu |
| BJ | Benin |  | GA | Gabon |  | LB | Lebanon |  | PH | Philippines |  | TW | Taiwan |
| BM | Bermuda |  | GD | Grenada |  | LC | Saint Lucia |  | PK | Pakistan |  | TZ | Tanzania |
| BN | Brunei Darussalam |  | GE | Georgia |  | LI | Liechtenstein |  | PL | Poland |  | UA | Ukraine |
| BO | Bolivia |  | GF | French Guiana |  | LK | Sri Lanka |  | PM | Saint Pierre and Miquelon |  | UG | Uganda |
| BR | Brazil |  | GH | Ghana |  | LR | Liberia |  | PN | Pitcairn Islands |  | UM | United States Minor Outlying Islands |
| BS | The Bahamas |  | GI | Gibraltar |  | LS | Lesotho |  | PR | Puerto Rico |  | US | United States |
| BT | Bhutan |  | GL | Greenland |  | LT | Lithuania |  | PT | Portugal |  | UY | Uruguay |
| BV | Bouvet Island |  | GM | Gambia |  | LU | Luxembourg |  | PW | Palau |  | UZ | Uzbekistan |
| BW | Botswana |  | GN | Guinea |  | LV | Latvia |  | PY | Paraguay |  | VA | Holy See |
| BY | Belarus |  | GP | Guadeloupe |  | LY | Libyan Arab Jamahiriya |  | QA | Qatar |  | VC | Saint Vincent and the Grenadines |
| BZ | Belize |  | GQ | Equatorial Guinea |  | MA | Morocco |  | RE | Reunion |  | VE | Venezuela |
| CA | Canada |  | GR | Greece |  | MC | Monaco |  | RO | Romania |  | VG | British Virgin Islands |
| CC | Cocos (Keeling) Islands |  | GS | South Georgia and The South Sandwich Islands |  | MD | Moldova |  | RU | Russia |  | VI | US Virgin Islands |
| CD | Congo (Democratic Republic) |  | GT | Guatemala |  | MG | Madagascar |  | RW | Rwanda |  | VN | Vietnam |
| CF | Central African Republic |  | GU | Guam |  | MH | Marshall Islands |  | SA | Saudi Arabia |  | VU | Vanuatu |
| CG | Congo |  | GW | Guinea-Bissau |  | MK | Macedonia |  | SB | Solomon Islands |  | WF | Wallis and Futuna |
| CH | Switzerland |  | GY | Guyana |  | ML | Mali |  | SC | Seychelles |  | WS | Samoa |
| CI | Cote D'Ivoire |  | HK | Hong Kong |  | MM | Myanmar |  | SD | Sudan |  | YE | Yemen |
| CK | Cook Islands |  | HM | Heard and McDonald Islands |  | MN | Mongolia |  | SE | Sweden |  | YT | Mayotte |
| CL | Chile |  | HN | Honduras |  | MO | Macau |  | SG | Singapore |  | ZA | South Africa |
| CM | Cameroon |  | HR | Hrvatska (Croatia) |  | MP | Northern Mariana Islands |  | SH | Saint Helena |  | ZM | Zambia |
| CN | China |  | HT | Haiti |  | MQ | Martinique |  | SI | Slovenia |  | ZW | Zimbabwe |
| CO | Colombia |  | HU | Hungary |  | MR | Mauritania |  | SJ | Svalbard and Jan Mayen Islands |  | SX | Sint Maarten (Dutch Part) |
| CR | Costa Rica |  | ID | Indonesia |  | MS | Montserrat |  | SK | Slovakia |  | GB | United Kingdom of Great Britain and Northern Ireland |
| CU | Cuba |  | IE | Ireland |  | MT | Malta |  | SL | Sierra Leone |  | XX | Other |
| CV | Cape Verde |  | IL | Israel |  | MU | Mauritius |  | SM | San Marino |  |  |  |

* 1. CDP should allow the following values listed in the below table for Birth State code.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Code | Description |  | Code | Description |  | Code | Description |
| AK | Alaska |  | MI | Michigan |  | UT | Utah |
| AS | American Samoa |  | MN | Minnesota |  | VT | Vermont |
| AZ | Arizona |  | MS | Mississippi |  | VI | Virgin Islands |
| AR | Arkansas |  | MO | Missouri |  | VA | Virginia |
| CA | California |  | MT | Montana |  | WA | Washington |
| CO | Colorado |  | NE | Nebraska |  | WV | West Virginia |
| CT | Connecticut |  | NV | Nevada |  | WI | Wisconsin |
| DE | Delaware |  | NH | New Hampshire |  | WY | Wyoming |
| DC | District of Columbia |  | NJ | New Jersey |  | AL | Alabama |
| FM | Federated States of Micronesia |  | NM | New Mexico |  | AE | Armed Forces Africa |
| FL | Florida |  | NY | New York |  | AA | Armed Forces America ex Canada |
| GA | Georgia |  | NC | North Carolina |  | AP | Armed Forces Pacific |
| GU | Guam |  | ND | North Dakota |  | n/a | blank |
| HI | Hawaii |  | MP | Northern Mariana Islands |  |  |  |
| ID | Idaho |  | OH | Ohio |  |  |  |
| IL | Illinois |  | OK | Oklahoma |  |  |  |
| IN | Indiana |  | OR | Oregon |  |  |  |
| IA | Iowa |  | PW | Palau Island |  |  |  |
| KS | Kansas |  | PA | Pennsylvania |  |  |  |
| KY | Kentucky |  | PR | Puerto Rico |  |  |  |
| LA | Louisiana |  | RI | Rhode Island |  |  |  |
| ME | Maine |  | SC | South Carolina |  |  |  |
| MH | Marshall Islands |  | SD | South Dakota |  |  |  |
| MD | Maryland |  | TN | Tennessee |  |  |  |
| MA | Massachusetts |  | TX | Texas |  |  |  |

* 1. CDP should allow the following values listed in the below table for Child Legal Identification Source code.

|  |  |
| --- | --- |
| Description | Child Legal ID Source Code |
| DB2 PDB (IN) | 001 |
| Sybase Customer | 013 |
| Sybase Consolidated Broker Dealer | 019 |

* 1. CDP should allow the following codes within the table for Client Lifecycle code.
     1. The only values that are valid for this code are in the below table. Any value not in the table is an error in PDB. The record should be removed; the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Client Lifecycle Code |
| Prospect | 1 |
| Client | 2 |
| Inactive Prospect | 3 |

* 1. CDP should allow the following values listed in the below table for Compliance Regulatory code.

|  |  |
| --- | --- |
| Description | Compliance Regulatory Code |
| Not Applicable | 0 |
| HIPAA – Life-based LTC | 1 |
| HIPAA – Standalone LTC | 2 |

* 1. CDP should allow the following values listed in the below table for Contract Activity Reason code.

|  |  |
| --- | --- |
| Description | Contract Activity Reason Code |
| Not Applicable | 00 |
| Notice of Death | 01 |
| Maturity Pending | 02 |
| Issue Correction | 03 |
| Check Returned | 04 |
| Request of Owner | 05 |
| Agent/Fraud Case | 06 |
| Special Handling/Correspondence | 07 |
| Notification of Termination | 08 |
| Required by OFAC | 09 |
| Asset Transfer Activity | 10 |

* 1. CDP should allow the following values listed in the below table for Contract Activity Restriction code.

|  |  |
| --- | --- |
| Description | Contract Activity Restriction Code |
| Not Applicable | blank |
| Yes | Y |
| No | N |

* 1. CDP should allow the following values listed in the below table for Contract Activity Type code.

|  |  |
| --- | --- |
| Description | Contract Activity Type Code |
| Not Applicable | XX |
| Financial Activity is Restricted | FF |
| All Activity is Restricted | FR |

* 1. CDP should allow the following values listed in the below table for Contract Version Status code.
     1. A Product Contract may have information about both an Inforce and Pending Change status at the same time.
     2. The only values that are valid for this code are in the below table. Any value not in the table is an error in PDB. The record should be removed; the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Contract Version Status Code |
| Pending | PN |
| Inforce | IN |
| Terminated | TM |
| Policy Change | PC |

* 1. CDP should allow the following values listed in the below table for Contract Role Type code.
     1. Any value that is not in the list below will be added and will have a report created for the business and data stewards to review.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Contract Role Type Code |  | Description | Contract Role Type Code |
| Payer | 14 |  | Grantor | 295 |
| Owner | 15 |  | Investment Client | 308 |
| Facilitator | 16 |  | For Benefit Of (FBO) | 315 |
| Beneficiary | 17 |  | Direct Beneficiary | 316 |
| Insured | 21 |  | Contingent Beneficiary | 317 |
| Payment Recipient | 54 |  | Trade Authorizer | 319 |
| MGP Sponsor (Employer) | 84 |  | Associated Legal Entity | 339 |
| Legal Plan Administrator | 87 |  | Managing Partner | 357 |
| Third Party Administrator | 88 |  | Payment Plan Owner | 412 |
| Secondary Addressee | 160 |  | Legal Custodian | 439 |
| Assignee | 189 |  | Personal Union Partner | 442 |
| Applicant | 217 |  | Interested Party | 548 |
| ISA Payer | 219 |  | Bequeather | 563 |
| Trustee | 232 |  | Referring Rep | 575 |
| Plan Owner | 235 |  | Home Office Servicing | 612 |
| Legal Guardian | 236 |  | Sharing Agreement Recipient | 622 |
| Servicing Person | 239 |  | Sharing Subscription | 623 |
| Servicing Agency | 241 |  | Organization Owner | 624 |
| Organization Contact | 246 |  | Spouse | 625 |
| Executor | 291 |  | Sharing Agreement Owner | 626 |

* 1. CDP should allow the values listed for requirement 1.6 Birth Country code for Country code.

* 1. CDP should allow the values listed in the below table for Customer Relation code.

|  |  |  |
| --- | --- | --- |
| Description | Customer Relation Code | Contract Role Type Code |
| Insured/Annuitant | 01 | 21 |
| Owner | 02 | 15 |
| Insured/Owner | 03 | 21 & 15 |
| Payer | 04 | 14 |
| Insured/Payer | 05 | 21 & 14 |
| Insured/Owner/Payer | 07 | 21 & 15 & 14 |
| Secondary Addressee | 08 | 160 |
| Assignee | 10 | 189 |

* 1. CDP should allow the following values listed in the below table for Deceased code
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Deceased Code |
| Not deceased | 0 |
| Deceased | 1 |

* 1. CDP should allow the following values listed in the below table for Demographic Source code.

|  |  |
| --- | --- |
| Description | Demographic Source Code |
| DB2 PDB (IN) | 001 |
| Sybase Customer | 013 |
| Sybase Consolidated Broker Dealer | 019 |

* 1. CDP should allow the values listed for requirement 1.7 Birth State code for Driver’s License Issue State code.
  2. CDP should allow the following values listed in the below table for Duplicate Notice code.
     1. The only values that are valid for this code are in the below table. Any value not in the table is an error in PDB. The record should be removed; the business and data stewards will need to be informed.
     2. All values that are coded as a 1 will be mapped as a role type code of 160 Secondary addressee aka Duplicate Notice.

|  |  |
| --- | --- |
| Description | Duplicate Notice |
| Policy is not marked as Duplicate Notice | 0 |
| Policy is marked as Duplicate Notice | 1 |

* 1. CDP should allow the following values in the below table for Email Context code.
     1. If there is a value for this field, but is not in the below table, and an email address is present, it will be mapped to 0.
     2. If there is a value for this field and the email address is blank, it will be mapped to blank.
     3. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Email Context Code |
| Unknown | 0 |
| Home | 1 |
| Business | 2 |
| Temporary | 3 |
| Alternate | 4 |
| School | 5 |

* 1. CDP should allow the following values listed in the below table for Employment Activity Status code.

|  |  |
| --- | --- |
| Description | Employment Activity Status Code |
| Unknown | Null |
| Employed/Active | 01 |
| Unemployed | 02 |
| Retired | 03 |
| Student | 04 |
| Not Provided | 06 |

* 1. CDP should allow the following values in the below table for Estimated Income Tax Rate code.

|  |  |
| --- | --- |
| Description | Estimated Income Tax Rate Code |
| 0-15% | 01 |
| 16-27% | 02 |
| 28% and above | 03 |

* 1. CDP should allow the following values listed in the below table for Foreign Telephone Indicator code

|  |  |
| --- | --- |
| Description | Foreign Telephone Indicator Code |
| Blank | Null |
| Phone number is Foreign | Y |

* 1. CDP should allow the following values listed in the below table for Insurance Product Type code.
     1. If the code is blank, convert to the value for Insurance Type code (Requirement 1.27). We will likely not pull both Insurance Product Type code and Insurance Type code into the vault.

|  |  |
| --- | --- |
| Description | Insurance Product Type Code |
| Life Insurance | 01 |
| Disability Insurance | 02 |
| Annuities | 03 |
| Long Term Care | 04 |
| Health | 05 |

* 1. CDP should allow the following values listed in the below table for Insurance Type code.
     1. We will likely not pull both Insurance Product Type code and Insurance Type code into the vault.

|  |  |
| --- | --- |
| Description | Insurance Type Code |
| Life | 1 |
| DI | 2 |
| Annuity | 3 |
| Long Term Care | 4 |
| Health | 5 |

* 1. CDP should allow the following values listed in the below table for Legal Entity Identification Source code.

|  |  |
| --- | --- |
| Description | Legal Entity ID Source Code |
| DB2 PDB (IN) | 001 |
| Sybase Customer | 013 |
| Sybase Consolidated Broker Dealer | 019 |

* 1. CDP should allow the following values listed in the below table for Legal Entity Type code.
     1. The only values that are valid for this code are in the below table. Any value not in the table is an error in PDB. The record should be removed; the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Legal Entity Type Code |
| Organization | 1 |
| Person | 2 |
| Group | 3 |
| Trust | 4 |

* 1. CDP should allow the following values listed in the below table for Lineage Title Text code.

|  |  |  |
| --- | --- | --- |
| Description | Lineage Title Text Code | Additional Code Values to Map |
| n/a | Blank |  |
| First | I |  |
| Second | II |  |
| Third | III |  |
| Fourth | IV |  |
| Fifth | V |  |
| Sixth | VI |  |
| Seventh | VII |  |
| Eighth | VIII |  |
| Ninth | IX |  |
| Tenth | X |  |
| First | 1st | 1st, #1, 1, First |
| Second | 2nd | 11, 2nd , #2, 2, Second |
| Third | 3rd | 111, 3rd, #3, 3, Third |
| Fourth | 4th | 4th, #4, 4, Fourth |
| Fifth | 5th | 5th, #5, 5, Fifth |
| Sixth | 6th | 6th, #6, 6, Sixth |
| Seventh | 7th | 7th, #7, 7, Seventh |
| Eighth | 8th | 8th, #8, 8, Eighth |
| Ninth | 9th | 9th, #9, 9, Ninth |
| Tenth | 10th | 10th, #10, 10, Tenth |
| Junior | Jr | Jr., JR, Junior |
| Senior | Sr | Sr., SR, Senior |

* 1. CDP should allow the following values in the below table for Location Context code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Location Context Code |
| Unknown | 0 |
| Home | 1 |
| Business | 2 |
| Temporary | 3 |
| Alternate | 4 |
| School | 5 |

* 1. CDP should allow the following values listed in the below table for Location Primary Indicator code.

|  |  |
| --- | --- |
| Description | Location Primary Indicator Code |
| n/a | blank |
| No | N |
| Yes | Y |

* 1. CDP should allow the following values listed in the below table for Marital Status code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Marital Status Code |
| Not Specified | 0 |
| Single | 1 |
| Married | 2 |
| Widowed | 3 |
| Divorced | 4 |
| Separated | 5 |
| Personal Union (Partner) | 6 |

* 1. CDP should allow the following values listed in the below table for Name Type code.
     1. All codes that are not on the below table will be mapped to 4.

|  |  |  |
| --- | --- | --- |
| Description | Name Type Code | Additional Code Values to Map |
| Null/Not Applicable | 0 |  |
| Preferred Name | 4 | 2, 5, 7 |

* 1. CDP should allow the following values listed in the imbedded document North American Industry Classification System (NAICS) code. Document is imbedded due to the number of values.



* 1. CDP should allow the following values listed in the below table for Organization code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0 , that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |  |
| --- | --- | --- |
| Description | Organization Type Code | Additional Code Values to Map |
| N/A | 0 |  |
| Sole Proprietorship | 1 |  |
| General Partnership | 2 |  |
| Trust | 4 |  |
| S Corp (subchapter) | 5 |  |
| C Corp(regular) | 6 | 3 |
| Limited Liability Partnership | 7 |  |
| Tax Exempt/Government Organization | 8 |  |
| Other | 9 |  |
| Limited Liability Company | 10 |  |
| Limited Partnership | 11 |  |
| Non-Profit Organization (501(c)(3)) | 12 |  |

* 1. CDP should allow the values listed in requirement 1.6 Birth Country code for Passport Issue Country code.
  2. CDP should allow the following values within the table for Preferred Language code.
     1. For all records that are coded as XXX, the business and data stewards will need to be informed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Preferred Language Code |  | Description | Preferred Language Code |
| AKAN | AKA |  | ITALIAN | ITA |
| ALBANIAN | SQI |  | JAPANESE | JPN |
| AMHARIC | AMH |  | KOREAN | KOR |
| ARABIC | ARA |  | LAOTIAN | LAO |
| ASSYRIAN | ALI |  | MANDARIN | CMN |
| BOSNIAN | BOS |  | POLISH | POL |
| CAMBODIAN | KHM |  | PORTUGUESE | POR |
| CANTONESE | YUE |  | PUNJABI | PAN |
| CHINESE | ZHO |  | ROMANIAN | RON |
| CROATIAN | HRV |  | RUSSIAN | RUS |
| EWE | EWE |  | SERBIAN | SRP |
| FARIS | FAS |  | SLOVAK | SLK |
| FRENCH | FRA |  | SPANISH | SPA |
| FUZHOU | CDD |  | SWAHILI | SWA |
| GEORGIAN | KAT |  | TAGALOG | TGL |
| GREEK | ELL |  | TAMIL | TAM |
| GUJARATI | GUJ |  | TELUGU | TEL |
| HAITIAN CREOLE | HAT |  | THAI | THA |
| HEBREW | HEB |  | TURKISH | TUR |
| HINDI | HIN |  | UKRANIAN | UKR |
| HMONG | HMN |  | URDU | URD |
| HUNGARIAN | HUN |  | VIETNAMESE | VIE |
| IGBO | IBO |  | AMERICAN SIGN LANGUAGE | YYY |
| INDONESIAN | IND |  | OTHER | XXX |
|  |  |  | Blank | n/a |

* 1. CDP should allow the following values listed in the below table for Professional Designation Name Text code.
     1. The only values the business and data stewards will need to be informed about are the following:
        + II
        + owner
        + jr
        + jr.
        + iii

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description | Prof Desg Text Code | Additional Code Values to Map |  | Description | Prof Desg Text Code | Additional Code Values to Map |
| Agent | Agent |  |  | Retired | RET |  |
| Associate | ASSOC |  |  | Registered Nurse | RN | rn |
| Attorney | Atty | attorney, atty, law |  | Registered Pharmacist | RPh |  |
| Chartered Financial Planner | CFP | cfp |  | Society of Jesus | SJ |  |
| Chartered Financial Consutant | ChFC | chfc |  | Treasurer | Treas |  |
| Chartered Life Underwriter | CLU | clu |  | Trustee | Trustee | trustee, tr, trust |
| Company | CO | co |  | United States Air Force | USAF |  |
| Chartered Professional Accountant | CPA | cpa, c.p.a. |  | United States Coast Guard | USCG |  |
| Certified Registered Nurse Anesthetist | CRNA | crna |  | United States Marine Core | USMC |  |
| Custodian | CUST | cust, custodian |  | United States Navy | USN |  |
| Doctor of Chiropractic | DC | dc, d.c. |  | United States National Reserve | USNR |  |
| Doctor of Dental Surgery | DDS | dds, d.d.s. |  | United States Army | USA |  |
| Doctor of Dental Medicine | DMD | dmd |  | Certified Administration Professional | CAP |  |
| Doctor of Osteopathy | DO | do, d.o. |  | Chartered Advisor for Senior Living? | CASL |  |
| Doctor of Podiatric Medicine | DPM | dpm |  | Chartered Financial Analyst | CFA | cfa |
| Doctor of Veterinary Medicine | DVM | dvm |  | Chartered Professional Coach | CHPC |  |
| Esquire | Esq | esq, esq. |  | Chartered Special Needs Consultant | ChSNC |  |
| Fellow, Life Management Institute | FLMI |  |  | Chartered Leadership Fellow | CLF |  |
| Guardian | GRDN |  |  | Fellow of the Society for Coaching Psychology | FSCP |  |
| Doctor of Jurisprudence | JD | jd, j.d. |  | Master of Science in Financial Services or Forensic Science | MSFS |  |
| Licensed Practical Nurse | LPN |  |  | Master of Science in Management | MSM |  |
| Licensed Vocational Nurse | LVN |  |  | Real Estate Professional Coordinator | REPC |  |
| Master of Arts | MA | ma |  | Retirement Income Certified Professional | RICP |  |
| Master of Business | MBA | mba, masters |  | Master Chief | MC |  |
| Medical Doctor | MD | md, m.d., dr., dr, doctor |  | Peace Corps | PC |  |
| Manager | MGR | manager |  | Bachelor of Arts | BA |  |
| Master of Science | MS | ms |  | Chief Executive Officer | CEO |  |
| Master of Social Work | MSW |  |  | Certified Rehabilitation Counselor | CRC |  |
| Nurse Practitioner | NP |  |  | Bachelor of Science | BS |  |
| Doctor of Optometry | OD | od, o.d. |  | American Institute of Architects | AIA |  |
| Physician Assistant | PA | pa |  | Broker | Broker |  |
| Professional Engineer | PE | pe, p.e. |  | Custodian | CUST |  |
| Doctorate | PhD | phd, ph.d., ph, ph.d |  | Certified | Certified |  |
| President | PRES | president |  | Director | Director |  |
| Doctor of Psychology | PsyD |  |  | Realtor | Realtor |  |
|  |  |  |  | n/a | blank |  |

* 1. CDP should allow the following values listed in the below table for Role Relationship Type code.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Role Relationship Type Code |  | Description | Role Relationship Type Code |
| n/a | Blank |  | LLC | 48 |
| Other | 0 |  | Partner | 49 |
| Wife | 1 |  | Former Owner | 69 |
| Husband | 2 |  | Trustee/TT | 70 |
| Father | 3 |  | Trust Minr | 71 |
| Mother | 4 |  | Employee Plan | 72 |
| Children | 5 |  | Friend | 73 |
| Son | 6 |  | Fiance | 74 |
| Daughter | 7 |  | Aunt | 75 |
| Brother | 8 |  | Uncle | 76 |
| Sister | 9 |  | Cousin | 77 |
| Parents | 10 |  | Bus Assoc | 78 |
| Grandfather | 14 |  | Sole Propr | 79 |
| Grandmother | 15 |  | Charity | 80 |
| Employer | 16 |  | Parent-in-law | 81 |
| Title File | 17 |  | Sister-in-law | 82 |
| See Copy | 18 |  | Brother-in-law | 83 |
| Deceased | 20 |  | Daughter-in-law | 84 |
| Insured – No Restriction | 21 |  | Son-in-law | 85 |
| See Application | 22 |  | Ex-spouse | 86 |
| Guardian or Custodian | 23 |  | Step-parent | 87 |
| Corporation | 24 |  | Step-child | 88 |
| Partnership | 25 |  | Step-sister | 89 |
| Trustee | 26 |  | Step-brother | 90 |
| Partners | 27 |  | Custodian | 91 |
| Supplement Pending | 28 |  | Niece | 92 |
| See Suplmt | 29 |  | Nephew | 93 |
| Test Trust | 30 |  | N Q Trustee | 94 |
| Older Insured for Joint Life – No Restriction | 31 |  | Grandparent | 95 |
| Suplmt Pend – As provided in said Supplement | 32 |  | Grandchild | 96 |
| Suplmt Pend – See Supplement | 33 |  | Spouse | 97 |
| Both Insureds | 41 |  | Child | 98 |
| Guardian | 45 |  | Brothers & Sisters | 99 |

* 1. CDP should allow the following values listed in the below table for Role Type code.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Description | Role  Type Code |  | Description | Role  Type Code |
| Payer | 14 |  | Grantor | 295 |
| Owner | 15 |  | Investment Client | 308 |
| Facilitator | 16 |  | For Benefit Of (FBO) | 315 |
| Insured | 21 |  | Direct Beneficiary | 316 |
| Payment Recipient | 54 |  | Contingent Beneficiary | 317 |
| MGP Sponsor (Employer) | 84 |  | Trade Authorizer | 319 |
| Legal Plan Administrator | 87 |  | Associated Legal Entity | 339 |
| Third Party Administrator | 88 |  | Legal Custodian | 439 |
| Secondary Addressee | 160 |  | Interested Party | 548 |
| Assignee | 189 |  | Bequeather | 563 |
| Applicant | 217 |  | Sharing Agreement Recipient | 622 |
| ISA Payer | 219 |  | Authorized Representative | 653 |
| Trustee | 232 |  | FR to Client (DAVA) | 695 |
| Plan Owner | 235 |  | Beneficial Owner | 705 |
| Legal Guardian | 236 |  | Control Person | 706 |
| Executor | 291 |  | Trusted Contact | 802 |

* 1. CDP should allow the following values listed in the below table for Salutation Text Code.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description | Salutation Text Code | Additional Code Values to Map |  | Description | Salutation Text Code | Additional Code Values to Map |
| First Lieutenant | 1 Lt | 1lt, 1Lt, 1LT, First Lieutenant |  | Madam | Mdm | Madam |
| Second Lieutenant | 2 Lt | 2lt, 2Lt, 2LT, Second Lieutenant |  | Miss | Miss |  |
| Admiral | Adm | Adml, Admiral |  | Mother | Mother |  |
| Attorney | Atty | Attorney, Atty. |  | Mr | Mr | mr., Mr. |
| Bishop | Bp | Bishop |  | Mrs | Mrs | Mrs. |
| Brigadier General | Brig Gen | BGen, Brigadier General |  | Ms | Ms | mS., Ms. |
| Brother | Bro | Brother |  | Monsignor | Msgr | Monsignor |
| Captain | Capt | Captain, Cpt |  | Pastor | Pastor | Pr |
| Chaplain | Ch | Chap, Chaplain |  | Private First Class | PFC | Pfc, Private First Class |
| Commander | Cmdr | Cdr, Comdr, Commander |  | Prince | Prince |  |
| Colonel | Col | Col R, Colonel |  | Princess | Princess |  |
| Chief Warrant Officer | CWO | Cwo, Chief Warrant Officer |  | Professor | Prof | Professor |
| Doctor | Dr | Dr., DR, Doctor |  | Private | Pvt | Private |
| Father | Fr | Father |  | Rabbi | Rabbi |  |
| Ensign | Ens | Ensign |  | Rear Admiral | R Adm | Radm, RAdm, RearAdm, Rear Admiral |
| General | Gen | General |  | Reverend | Rev | Rev., Reverend Father, Reverend |
| Honorable | Hon | Honorable, The Hon |  | Senator | Sen | Senator |
| Justice | Just | Justice |  | Sergeant First Class | SFC | Sfc, Sergeant First Class |
| Judge | Judge |  |  | Sergeant | Sgt | Sergeant |
| Lieutenant | Lt | Lieutenant |  | Sergeant Major | Sgt Maj | SgtMaj, Sergeant Major |
| Lieutenant Colonel | Lt Col | Ltcol, LtCol, L Col, Lieutenant Colonel |  | Sir | Sir |  |
| Lieutenant Commander | Lt Com | Lieutenant Commander |  | Sister | Sister |  |
| Lieutenant General | Lt Gen | LtGen, Lieutenant General |  | Special Major | S Maj | Smaj, Special Major |
| Lieutenant (Junior Grade) | Lt Jr | LtJr, Lieutenant (Junior Grade) |  | Specialist | SPC | Spec, Specialist |
| Major General | M Gen | Mgen, MGen, Maj Gen, Major General |  | Treasurer | Treas | Tr, Treasurer |
| Major | Maj | Major |  | Technical Sergeant | T Sgt | Tsgt, TSgt, Technical Sergeant |
| Master Sergeant | M Sgt | MSgt, Master Sergeant |  | Vice Admiral | V Adm | ViceAdm, Vice Admiral |
| Master | Master |  |  | Warrant Officer | WO | Warrant Officer |
| Mayor | Mayor |  |  | n/a | blank |  |

* 1. CDP should allow the following values listed in the below table for Sex code.

|  |  |
| --- | --- |
| Description | Sex Code |
| Null/Not Available | blank |
| Male | M |
| Female | F |

* 1. CDP should allow the following values listed in the below table for Special Handling code.
     1. D maps to A when address is domestic.
     2. D maps to G when address is foreign.
     3. R maps to A when address is domestic.
     4. R maps to G when address is foreign.
     5. All other values not in the below table will be mapped to A and the business and data stewards will need to be informed.
     6. The code is changed to A (for domestic) or G (for foreign) when there is no special handling and mailings can be sent.

|  |  |
| --- | --- |
| Description | Special Handling Code |
| n/a | blank |
| Normal Delivery | A |
| Foreign Delivery | G |
| Not Deliverable | C |

* 1. CDP should allow the values listed in requirement 1.7 Birth State code for State of Incorporated code (aka State of Incorporation code).
  2. CDP should allow the values listed in requirement 1.7 Birth State code for State of Residence code.
  3. CDP should allow the values listed in requirement 1.7 Birth State code for State Province code.
  4. CDP should allow the following values listed in the below table for Taxpayer code.

|  |  |
| --- | --- |
| Description | Tax Payer Code |
| No number present | Blank |
| Personal number | 0 |
| Corporate number | 1 |

* 1. CDP should allow the following values listed in the below table for Taxpayer Identification Certification code.
     1. If there is a value for this field, but is not in the below table, and a TaxPayer Identification number is present, it will be mapped to N.
     2. If there is a value for this field, but it is not in the below table, and the Taxpayer Identification number is blank, it will be mapped to blank.
     3. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |  |
| --- | --- | --- |
| Description | Taxpayer Identification Certification Code | Additional Code Values to Map |
| Information is not available | n/a | blank |
| Taxpayer number is certified | Y | y |
| Taxpayer number is not certified | N | n |

* 1. CDP should allow the following values listed in the below table for Telephone Connection code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Telephone Connection Code |
| Unknown | 0 |
| Wired | 1 |
| Wireless | 2 |

* 1. CDP should allow the following values listed in the below table for Telephone Usage Type code.
     1. If there is a value present for this field, but is not in the below table, and a phone number is present, it will be mapped to 0.
     2. If there is a value for this field and it’s not in the below table, and the phone number is blank, it will be mapped to blank.
     3. For all values mapped to 0, that were not previously coded as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Telephone Usage Type Code |
| Unknown | 0 |
| Voice | 1 |
| Facsimile | 2 |
| Data | 3 |
| Pager | 4 |

* 1. CDP should allow the following values listed in the below table for Time Zone code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Time Zone Code |
| Unknown/Not Applicable | 0 |
| Atlantic | 1 |
| Eastern | 2 |
| Central | 3 |
| Mountain | 4 |
| Pacific | 5 |
| Hawalian | 6 |
| Alaskan | 7 |

* 1. CDP should allow the following values listed in the below table for Title File code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Title File Code |
| No title file | 0 |
| Title file present | 1 |

* 1. CDP should allow the following values listed in the below table for Trust Alteration code.

|  |  |
| --- | --- |
| Description | Trust Alteration Code |
| Information is not available | Blank |
| Revocable | 1 |
| Irrevocable | 2 |

* 1. CDP should allow the following values listed in the below table for Trust Class code.
     1. All codes that are not on the below table will be mapped to 0.
     2. For all values mapped to 0, that were not previously codes as 0, the business and data stewards will need to be informed.

|  |  |
| --- | --- |
| Description | Trust Class Code |
| Information is not available | 0 |
| Personal | 1 |
| Business | 2 |