

Best Practice/ Standard Usage

(Transmission and Usage of NPN/CRD Numbers)

When business justified with the elimination of producer (agent) Social Security Number for many of the supported Insurance & Retirement Services, it becomes more critical to provide accurate and consistent information when identifying a producer with another means such as National Producer Number (NPN) and/or Central Registration Depository (CRD) Number.

DTCC contacted both NIPR and FINRA for guidance on the format of their respective numbering system. Both providers identified their numbering systems as numbers with no leading zeros to represent the proper value.

It was highly recommended that all clients follow a standard usage for providing NPN and CRD numbers to their transaction partners in a consistent format, as follows:

- Keep NPN and CRD values as:
 - o left justified within the DTCC defined Alpha-numeric 10 byte field
 - o Provide only 0-9 values to represent the NPN and CRD Number
 - o Be diligent do not provide leading zeros in the values
 - o Do not include trailing zeros to complete the total field length

- Examples:
- The valid example values are: 12345 and 123045 and 1230450
 - 12345 – good format
 - 123045 – good format
 - 1230450 – good format
 - 012345 – not good format (leading zero)
 - 00123045 – not good format (leading zeros)
 - 1230450000 – not good format (trailing zeros to max field length)

Source: March 2020 review board meeting minutes.