

This *Industry Classification Guide* is intended to provide a general listing of Standard Industry Classifications (SICs) only. Classifications are based upon factors that include industry workers' compensation experience, economic trends, AFLAC morbidity experience, AFLAC lapse experience, and industry lapse trends. Because of these factors, rate classes may have changed over the years. An account that was previously a B may now be a C. **You must verify the industry classification before you approach an account and discuss rates.**

### VERIFYING INDUSTRY CLASSIFICATION

**Before writing business, even on existing accounts, submit all SIC requests in writing to the SIC team via one of the following methods:**

**Internet:** Complete and submit the Payroll Industry Classification Request (Form M-0988) on the AFLAC Web site ([www.aflac.com](http://www.aflac.com)), Associate Services section.

**E-mail [SIC@aflac.com](mailto:SIC@aflac.com):** Include the associate's name and writing number and the account's name, address, and telephone number. Also include any additional information (such as a company profile, Web site, etc.) that may be helpful in describing the nature of the business.

**Via fax:** Fax the completed Payroll Industry Classification Request to (706) 317-0783.

**Via mail:** Mail the completed Payroll Industry Classification Request to AFLAC Worldwide Headquarters, ATTN: SIC Team, 1932 Wynnton Road, Columbus, GA 31999.

Upon receipt of your request, an SIC approval will be provided within 24 hours. If a profile or additional information is needed, you will be notified immediately.

### SPECIAL GROUPS

#### **Multi-Location Accounts (MLAs)**

Until the Personal Accident Indemnity and Personal Disability Income Protector products are introduced in all states, accounts in different locations may be subject to different industry classifications.

When submitting SIC requests for multi-state locations, please indicate that the account is a multi-state account, what states are involved, which is the domicile state, and the tentative enrollment dates.

#### **Nonprofit, Social Services, and Member Organizations**

When assigning SICs for not-for-profit, social services, and member organizations, employee persistency and length of time in business are considered. Employee turnover in not-for-profit organizations tends to be higher than that found in similar for-profit businesses, and we therefore evaluate each group individually. Please submit the following when requesting a nonprofit or member organization SIC request:

- How long has the organization been in business?
- Are the employees W-2 employees?
- What is the total number of employees? How many are full-time and eligible for benefits?
- Describe the nature of the organization.
- Does the organization offer job training and/or placement assistance? If yes, will the trainees be offered AFLAC products?
- Please attach a list from the organization showing the hire dates of all employees.

#### **Professional Employer Organizations (PEOs), Staffing, and Leasing Companies**

A classification will be assigned for actual employees of the PEO/Staffing/Leasing Company and separate classifications will be assigned to each of the companies contracting with them. Each contracted company's classification is based on the business type. Please submit the following information for evaluation:

- A fully completed SIC request form on the PEO/Staffing/Leasing Company.
- A list of businesses with which the company contracts, to include the business names, phone numbers, addresses, and, if used for billing purposes, department numbers.
- Information on plans being offered and whether any benefits are paid for by the PEO/Staffing/Leasing Company as part of their contract.
- Details on how the account will be set up and billed.
- Are there temporary employees?

## Class A

Accounting Firms  
Architectural Firms  
Banks (**not credit unions**)  
Engineering Firms  
Management/Consulting Services  
Schools (kindergarten through college) – if all employees are offered coverage and not just a select group; **does not include technical or vocational schools**

### Class A rate is also available to:

- Attorneys/paralegals employed **outside** the legal industry
- Clerical workers (**except in health services and D or E industries**)
- Inbound-only telephone sales
- Owners of “B” or “C” industries with five or more employees who spend 80% or more of time performing administrative duties in an office environment
- State-certified educators in settings other than schools
- Supervisors/managers who spend 80% or more of time performing administrative duties in an office environment

### Class A rate IS NOT available to:

- *Anyone* in a “D” or “E” industry
- *Anyone* in a health services industry
- Attorneys/paralegals in law firms
- Day-care teachers, unless certified in education and performing teaching duties
- Pastors/ministers
- Salespeople, sales supervisors, and sales managers who make sales offers (including those in car sales, telemarketing, showroom/retail sales, and door-to-door sales)
- Supervisors/managers in automotive repair shops, car dealerships, restaurants, and retail stores
- Telemarketers

## Class B

(everyone receives B rate, unless qualified for A rate)

Advertising Agencies  
Air Conditioning and Heating Companies  
Airports  
Appliance Sales and Service  
Automobile/Motorcycle Dealerships  
Automobile Rental  
Bail Bond Services  
Barber Shops/Beauty Parlors\*  
Book Publishers/Printers  
Candy and Confectionery Products Manufacturers  
Carpet and Upholstery Cleaners  
Churches (**employees only**)  
Collection Agencies  
Courts  
Credit Unions (**employees only**)  
Day-care Centers (**only state-certified teachers are eligible for an A rate**)  
Dry Cleaners  
Electronic Equipment Manufacturers  
Equipment Rental Companies  
Governments  
Grocery Stores (**not convenience stores**)  
Financial Consultants  
Funeral Homes  
Insurance Company Headquarters (**not sales office**)  
Jewelry Repair Services  
Legal Services and Firms  
Libraries  
Medical and Dental Instrument Manufacturers  
Mortgage Companies  
Movie Theaters  
Museums  
Photography Studios  
Radio/Television Broadcasting Stations  
Real Estate Appraisers  
Real Estate Management Offices

**Class B, continued**  
**(everyone receives B rate, unless qualified for A rate)**

**Retail (no specialty food or convenience stores)**

- Book Stores
- Clothing Stores
- Department Stores
- Fabric Stores
- Florists
- Furniture Stores
- Gift Shops
- Music Stores
- Shoe Stores
- Toy Stores
- Trophy Stores

Securities Brokers and Dealers

Soft Drink Bottlers/Distributors

Textile Mills

Utility Companies (electric, gas, water)

Veterinarians

Vocational/Technical Schools

Zoos

**\*1099 Workers/Independent Contractors**

Please note that 1099 workers/independent contractors are not eligible for payroll rates. Some examples of industries using 1099 workers are trucking companies, real estate agencies, hair salons, and insurance agencies. Payroll rates are intended only for W-2 employees in a true employer/employee relationship. Exceptions may be made for 1099 workers under limited circumstances. Marketing approval must be received before writing business.

**Class C**  
**(everyone receives C rate, unless qualified for A rate)**

Auto Repair Shops

Building Maintenance Services (includes janitorial)

Bowling Centers

Fire Departments **(no volunteer units)**

Fruit and Vegetable Markets/Stands

Health Services **(no A rates allowed)**

- Dental Offices/Clinics

- Doctors' Offices/Clinics

- Health Clinics

- Home Health Care Agencies

- Hospitals

- Medical Labs

- Nursing Homes

Heavy Construction Companies

- Septic System Contractors

- Sprinkler System Installers

- Telephone, Power, and Water Line Construction Workers

Hotels/Motels

Insurance Agents/Brokers and Services\*

**Note: Agents/brokers are eligible for the base accident policy and an off-the-job rider maximum of \$1,500 only; no sickness, on-the-job, or STD coverage is allowed.**

Lawn and Garden Services

Meat and Fish Retail Markets

Milk and Dairy Products Retail Stores

Painting and Wallpaper Hanging Services

Physical Fitness Facilities/Spas

Police Departments

Public Golf Courses

Railroads

Restaurants **(no drive-ins, fast food, pizza parlors, truck stops)**

Trucking Companies\*

**Class D**  
**(everyone receives D rate, regardless of job duties)**

Agricultural Services  
Crop Dusting  
Harvesting  
Planting  
Tree Surgeons  
Amusement Parks  
Athletic/Sports Teams  
Bars/Lounges/Taverns  
Casinos\*\*  
Convenience Stores **(with or without gas station)**  
Farms and Ranches  
Dock and Wharf Workers  
Ferries  
Fire Departments **(volunteer units)**  
Forestry Services  
Gas Stations **(full- or self-service)**  
Horse Farms  
Hunting, Fishing, and Trapping  
Limousine Services  
Logging  
Marinas and Fishing Piers  
Meat Slaughtering/Processing  
Mining **(below ground)**  
Oil and Gas Extraction  
Parking Lots and Garages  
Racing Companies and Racetracks  
Restaurants **(drive-ins, fast food, pizza parlors, truck stops)**  
Roofing and Siding Contractors  
Shipbuilding  
Taxis  
Telemarketing Firms

**Class E**  
**(everyone receives E rate, regardless of job duties)**

**Class E represents D industries that are eligible for disability coverage. Applicants in E industries must have been employed for at least one year to be eligible for disability. On-the-job coverage is not available. The maximum benefit period allowed is 12 months.**

Garbage/Sewer Services  
Lumber, Sawmills, Millwork **(no logging)**  
Recycling  
Security Guard Services  
Surface Mining **(not below ground)**

\*\*Exceptions may be made for casinos under limited circumstances by submitting the Request to Offer Disability in a Casino form. Approval must be received before writing business.