

STANDARD INDUSTRY CLASSIFICATION (SIC)

This *Industry Classification Guide* is only intended to be a general guide of Standard Industry Classifications (SICs). **Classifications must be verified by the SIC Team at Aflac Headquarters.**

Note: This guide will take effect as the **Short-Term Disability or Disability Income Protection Advantage (DIPA) and the Accident Indemnity Advantage (AIA)** products are introduced in each state.

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.

VERIFYING INDUSTRY CLASSIFICATIONS

SIC requests should only be submitted for existing or potential payroll accounts. To prevent New Account Set-Up and New Business delays, always obtain the approved SIC industry classification before approaching a potential or existing account to discuss rates or disability products and before contacting New Account Activation on Demand (1-855-201-0223) to establish new accounts or before writing business.

SIC Express Center: **Note:** all new and follow-up SIC requests should be submitted via the SIC Express Center, accessed via the Field Force Services home page (<https://sell.aflac.com/>) only. Always verify and include in the request the company's full and accurate business name, physical business location, and business phone number (**no P.O. boxes or 800 numbers**). Verify the company's business description before selecting from the drop-down menu on the request form. Then use the Business Description Details link above the drop-down menu to aid in determining which business description category to select from the options. Providing accurate details gives opportunity for SIC requests to straight-through process (STP) within minutes. If STP does not occur, allow one full business day for a reply.

E-mail SIC@aflac.com, SICNY@aflac.com or PEO@aflac.com

Note: New SIC requests and Follow-Up SIC Requests will not be accepted via these e-mail addresses and associates will be informed to use the SIC Express Center for submitting all new and follow-up SIC requests. Only use these addresses to submit information related to ongoing or urgent SIC matters. E-mails should include the associate's name, writing number, us.aflac.com e-mail address, existing SIC record or IR number, full company/account name, and detailed information regarding the request. Allow one full business day for a reply.

Via fax: **Note:** New SIC requests and Follow-Up SIC Requests will not be accepted via fax and associates will be e-mailed to resubmit using the SIC Express Center method. The SIC fax numbers should only be used to submit information SIC Express asks the associate to submit or that the SIC team has requested, such as completed/signed profile forms, employee census/hire date lists, and letterhead letters from client companies/accounts. Unless the form indicates to fax elsewhere, fax to SIC Columbus at (706) 317-0783 or SIC NY at (518) 435-7145. Allow two full business days for a reply to faxed information.

SIC Express Follow-up: All SIC follow-up information must be submitted via SIC Express, Status Details, Associate response option only. Providing the follow-up information via SIC Express ensures a timely response is provided.

SPECIAL GROUPS

Multi-Location Accounts (MLAs)

Until the Accident Indemnity Advantage and the Disability Income Protection Advantage products are introduced in all states, accounts in different states may be subject to different industry classifications. When submitting SIC requests for multi-state locations, please indicate the account is a multi-state account, which states are involved, which state is the domicile state, and the tentative enrollment dates.

Nonprofit, Trade, and Member Organizations, Labor Unions

When assigning SICs for not-for-profit, trade and member organizations, and labor unions, employee persistency and length of time in business are considered. Employee turnover in these organizations tends to be higher in similar for-profit businesses; therefore, each of these companies is evaluated individually. Important: When completing the SIC Request Form, select the appropriate business description. Submission of the request will prompt the associate to submit additional required information, including an employee hire date/census list to aid in accurately rating the company. Failure to provide this information and the hire date census initially will result in the SIC Team assigning the "D no A" rate. A better rate can be considered once all requested information is provided but does not guarantee a better rate will be assigned.

Trade, Member Organizations, and Labor Unions to include members

Members are only eligible for the "C" rate on a direct billing basis.

Professional Employer Organizations (PEOs), Staffing, Leasing and Temporary Agencies

When completing the SIC Express request form, select the appropriate business description and provide the additional information needed to assist in the rating decision. Failure to provide this information initially will result in the SIC Team's requesting the information from you and will delay the rate assignment.

Note: PEO contracted companies are no longer accepted via fax or email (PEO@Aflac.com). Contracted Companies must be submitted individually through SIC Express. In order to link the contracted company to the PEO, be sure to complete the PEO section of the request within SIC Express.

1099 Workers/Independent Contractors

Effective, January 11, 2010 1099 workers/independent contractors no longer require pre-approval from Special Exception Request (SER) as long as the business owner agrees to receive an invoice and remit premium payments to Aflac. A minimum of three (3) different applicants (not applications) are required and can be a combination of benefits eligible W2 and 1099 workers.

Important: 1099 workers are not eligible for pre-tax benefits or Employee Direct Bill (EDB).

Class A

Accounting Firms

Banks (**not credit unions**)

Schools (Grades K thru college) if all employees are offered coverage and not just a select group; **does not include Technical or Vocational schools**

Architectural Firms*

Engineering Firms*

Management/Consulting Services*

***Class A is not a guarantee. Pre-approval from the SIC Team is required.

The Class A rate is available to:

- Attorneys/paralegals/legal assistants employed outside the legal industry.
- Clerical workers (except in health services, social services and D or E industries).
- Owners of B or C industries with five or more employees who spend 80% or more of their time performing administrative duties in an office environment.
- State-certified educators in settings other than schools.
- Supervisors/managers who spend 80% or more of their time performing administrative duties in an office environment in B and C Industries.

The Class A rate IS NOT available to:

- Anyone in a D or E industry.
- Anyone in a health services or social services industry.
- Attorneys/paralegals/legal assistants in law firms.
- Day-care teachers, unless certified in education and performing teaching duties only with no day-care services.
- 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, hotels, and retail stores.
- Telemarketers.

Note: Always refer to the A Rate Chart for the most accurate job title approvals.

Class B

(Everyone receives the B rate, unless they qualify for the A rate based on job duties.)

Advertising Agencies	Medical and Dental Instrument Manufacturers
Air Conditioning and Heating Companies	Mortgage Companies
Airports	Movie Theaters
Appliance Sales and Service	Museums
Automobile/Motorcycle Dealerships	Photography Studios
Automobile Rental	Radio/Television Broadcasting Stations
Bail Bond Services	Real Estate Appraisers
Barber Shops/Beauty Parlors*	Real Estate Management Offices
Book Publishers/Printers	Retail (no specialty food or convenience stores)
Candy and Confectionery Products Manufacturers	Book Stores
Carpet and Upholstery Cleaners	Clothing Stores
Churches (employees only)	Department Stores
Churches with schools	Fabric Stores
Collection Agencies	Florists
Courts	Furniture Stores
Credit Unions (employees only)	Gift Shops
Day-care Centers (only state-certified teachers are eligible for an A rate when not involved in day-care services)	Music Stores
Dry Cleaners	Shoe Stores
Electrical Contractor	Toy Stores
Electronic Equipment Manufacturer	Trophy Stores
Equipment Rental Companies	Securities Brokers and Dealers
Governments (entire government body only)	Soft Drink Bottlers/Distributors
Grocery Stores (not convenience stores)	Textile Mills
Financial Consultants	Utility Companies (electric, gas, water)
Funeral Homes	Veterinarians
Jewelry Repair Services	Vocational/Technical Schools
Legal Services and Firms	Zoos
Libraries	

Class C

(Everyone receives the C rate, unless they qualify for the A rate based on job duties.)

Athletic/Sports Teams, includes Racing Teams
Auto Repair Shops
Building Maintenance Services (includes janitorial)
Bowling Centers
Boys & Girls Clubs
Carpet & Rug Equipment & Supplies Wholesale
Catering
Coffee Shops
Fire Departments (**no volunteer units, W2 only**)
Fruit and Vegetable Markets/Stands (**retail only**)
Health Clubs and Spas
Heavy Construction Companies
 Septic System Contractors
 Home Builders
 Telephone, Power, and Water Line Construction Workers
Hotels & Motels
Insurance Agents/Brokers and Services*
 Note: Licensed agents/brokers are eligible for the base accident policy and where applicable the off-the-job rider, maximum of \$1,500 only; no sickness, on-the-job, or STD coverage is allowed. *****Licensed commissioned insurance agents in Florida, Rhode Island and California are not eligible for any disability with the current AIA product**
Lawn and Garden Services
Limousine Services
Meat and Fish Retail Markets
Milk and Dairy Products Retail Stores
Oil & Gas Extraction (No gas stations/pumps)
Painting and Wallpaper Hanging Services
Physical Fitness Facilities/Spas
Police Departments
Public or Private Golf Courses
Railroads

Full Service Restaurants (**Note:** Pre-approval from SIC required and does not include drive-ins, fast food, counter sales only, pizza parlors, truck stops, bar & grills, etc.)
Taxicab Companies
Trucking Companies
Wholesale Products
 Carpet & Rug Equipment & Supplies
 Home Appliance Supplies
 Industrial Equipment & Supplies
 Recreational Equipment & Supplies
 Janitorial Supplies
 Sporting Goods Equipment & Supplies

Industry C with no A rates allowed

Health Services (includes but not limited to)
 Hospitals, Surgical Centers
 Medical Clinics
 Nursing Homes, Assisted Living
 Physicians & Surgeons (all inclusive)
 Retirement Communities
Social Services (includes but not limited to)
 Abuse & Treatment Centers
 Adoption Agencies
 Counseling Services
 Crisis Intervention
 Family & Children Services
 Family Planning & Birth Control Centers
 Food Banks
 Foster Care
 Shelters (Battered women, children, homeless)
 Support Groups
 Teen & Abuse Hot Lines
 YMCAs, YWCA

B & C industries and the “A” occupation

Note: every applicant receives rate of the account. Before offering the “A” occupation class to any applicant, you must verify the current “A” Rate Chart, located in the SIC Express Center, Business Description Detail, SIC Instructional Information section and if the industry does not allow the “A” rate regardless of job duties.

The Class A rate is available to:

- Attorneys/paralegals/legal assistants employed outside the legal industry.
- Clerical workers (except in health services, social services and D or E industries).
- Owners of B or C industries with five or more employees who spend 80% or more of their time performing administrative duties in an office environment.
- State-certified educators in settings other than schools.
- Supervisors/managers who spend 80% or more of their time performing administrative duties in an office environment in B and C Industries.

The Class A rate IS NOT available to:

- Anyone in a D or E industry.
- Anyone in a health services or social services industry.
- Attorneys/paralegals/legal assistants in law firms.
- Day-care teachers, unless certified in education and performing teaching duties only with no day-care services.
- 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, hotels, and retail stores.
- Telemarketers.

Note: always refer to the A Rate Chart for the most accurate job title approvals.

Class D

(No A rates are allowed regardless of job duties)

Agricultural Services
Crop Dusting
Farming (all inclusive)
Harvesting
Planting
Tree Surgeons
Amusement Parks
Boat Repairing/Manufacturing
Dock and Wharf Workers
Entertainment Services
Farms and Ranches (all inclusive)
Ferries
Forestry Services
Horse Farms
Hunting, Fishing, and Trapping
Ice Cream Parlors
Logging
Marinas and Fishing Piers
Mining (**underground**)
Racetracks Operations
Recycling Services
Roofing, Siding and Gutters Contractors
Service Stations (**with or without auto repair services**)
Shipbuilding & Repairing
Telemarketing Firms & Call Centers

Industry E
(No A rates are allowed regardless of job duties)

Note: the Class E represents D industries that are eligible for disability coverage.

The maximum benefit period allowed is 12 months. On-the-job coverage is not available. Limitations apply to the AIA/DIPA, ASTD (Aflac Short-Term Disability, Series A57600) and the NY ASTD (NY Aflac Short-Term Disability, Series NY57600) product.

Bars, Lounges, Pubs, Taverns, etc.
Canned & Cured Seafood Processing
Casinos*
Convenience Stores (with or without gas station)
Garbage, Sewer Services
Gas Stations, Service Stations (with or without auto repair)
Limousine Repair Services
Logging Companies
Lumber Manufacturing & Millwork
Lumber Products Wholesale
Meat Processing, to including slaughtering, rendering & packing
Parking Lots, Garages and Parking Stations
Recycling (**waste paper only**)
Restaurants, to include drive-ins, fast food, bar & grills and limited services
Security Guard Services
Surface Mining (**not underground**)
Truck Stops

**Exceptions may be made for casinos under limited circumstances by submitting the Casino.1 form. Pre- approval must be received from the SIC Team before writing business.*