



**B U L L E T I N**

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**R.C. 2194**

**To the Members of the Board**

**RE: New York Workers Compensation & Employers Liability Manual  
Salespersons Classification Reference Chart**

The Underwriting Committee of the New York Compensation Insurance Rating Board has authorized, and the New York State Insurance Department approved, the publication of a new reference chart in the New York Workers Compensation & Employers Liability Manual regarding the classification of Salespersons. This reference chart is being published with an issue date of January 1, 2009.

The purpose of the guide is to address numerous questions received over the years pertaining to the proper classification of “salespersons.” It is felt that the chart will reduce or eliminate confusion on the use of the different class codes that are assignable to different types of salespersons.

The intention of the chart is to be used solely as a reference guide so the reader can properly locate the interpretation in the Manual of a specific classification. The new chart is provided as an attachment to this bulletin for your reference.

This update can also be located following the Classification Section in our New York Workers Compensation & Employers Liability Manual which is available via our website at: [www.nycirb.org](http://www.nycirb.org).

Very truly yours,

Monte Almer

President

WVT:tg  
Encl.

<b>Salespersons Classification Reference Chart</b>				
<b>METHOD OF SALE</b>	<b>WHOLESALE</b>	<b>RETAIL</b>	<b>HANDLING STOCK</b>	<b>CODE</b>
Telephone	Yes	Yes	NO	<b>8810</b>
Telephone	Yes	Yes	Yes	<i>Assign appropriate wholesale or retail store classification.</i>
Showroom (samples or catalogs)	Yes	NO	NO	<b>8747</b>
Showroom (samples or catalogs)	NO	Yes	Yes or No	<i>Assign appropriate retail store classification.</i>
Internet	Yes	Yes	Yes	<i>Assign appropriate wholesale store classification.</i>
Internet	Yes	Yes	NO	<b>8810</b>
Outside Sales	Yes	Yes	NO	<b>8742</b>
Store	Yes	Yes	Yes	<i>Assign appropriate wholesale or retail store classification.</i>
Route	Yes	Yes	Yes	<b>8751</b>
Mail Order	Yes	Yes	Yes	<i>Assign appropriate wholesale store classification.</i>
Mail Order	Yes	Yes	NO	<b>8810</b>

*The above is a general reference chart and guide. Refer to the Manual classification phraseologies for the complete wording and scope of the classification.*

For additional details, refer to the following sections in the Manual:

- Part II —Classifications
- Interchange of Labor — Rule IV E.2
- Words and Phrases —Rule IV C.3
- New York Digest of Rulings and Interpretations—Section II and III

The appropriate store or dealer classification is determined based on principal sales (*more than 50% of the gross receipts*) of items sold and principally (*more than 50% of the gross receipts*) to whom sales are made. Refer to Section III Type of Merchandise Sold and Retail vs. Wholesale for further explanation.