



414-476-6440 ▲ Fax 414-476-0024 ▲ www.wcrb.org

P.O. Box 3080 ▲ Milwaukee, WI 53201-3080

Located at 2200 North Mayfair Road, Wauwatosa, WI 53226

**Wisconsin Compensation Rating Bureau**

## **General Circular Letter 415 – October 30, 2000**

**To: Members of the Bureau**

**From: Richard Colvin/Vice President Field Operations**

**RE: Wisconsin Contractor's Premium Adjustment Program (WCPAP)  
Premium Basis Filing Requirements**

We have discovered that some carriers are not following the guidelines for reporting the WCPAP Policy Credit Factor on their unit statistical cards. In addition, some carriers are not issuing their policies with the Policy Credit Factor or endorsing it if received after the policy has been issued. There are also carriers using the same Policy Credit Factor year after year, though the insured has not reapplied.

Due to numerous discrepancies, we must bring this to the attention of all Members of the Bureau.

Please refer to the information contained in the Wisconsin exception pages 32 and 33 of the Basic Manual and page 25 of the Unit Statistical Plan Manual. Also, please refer all people handling Wisconsin worker's compensation such as, Underwriting, Auditing, Unit Statistical, and Marketing departments to these manual pages. In addition, it might be advantageous to advise your agents or salespersons of these requirements.

Carriers failing to report the WCPAP Policy Credit Factor properly are in violation of our Filing. Non-compliance is contrary to insurance laws and could subject you to forfeiture or other disciplinary action by the Insurance Commissioner. Please review your procedures to make sure you are in compliance.

Beginning January 1, 2001, we will begin editing all policies and unit statistical reports for compliance. Those carriers not in compliance will be sent a Notice to Carrier letter notifying them that their documents failed our edits.

If you have any questions, you may contact our Technical staff at (414) 479-2661.