



Wisconsin Compensation Rating Bureau

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

GENERAL CIRCULAR LETTER 421 – OCTOBER 31, 2001

TO: Members of the Bureau

FROM: WCRB Management

WCRB will be relocating our offices on Wednesday, November 21, 2001 through Sunday, November 25, 2001. Our hours of operation during this transition will be as follows:

- Wednesday, November 21, 2001: Open until 12:00 p.m.
(Computer systems will not be operational. This may limit our ability to answer specific questions.)
- Thursday, November 22, 2001 Closed for the Holiday
- Friday, November 23, 2001 Closed for the Holiday
- Monday, November 26, 2001 Fully operational at new location

Our phone/fax systems will be disconnected during relocation starting 12:00 pm on Wednesday, November 21st through Sunday, November 25th. During this time, you may experience busy signals due to the relocation of our phone/fax systems. We will do everything possible to minimize any inconveniences. Special consideration will be provided for time sensitive transmissions during this period.

The new address is:

20700 Swenson Drive – Suite 100
Waukesha, WI 53186

All the current PO boxes will remain the same, which are:

- | | |
|------------------------|---------------|
| General Correspondence | P.O. Box 3080 |
| Team 1 | P.O. Box 3135 |
| Team 2 | P.O. Box 3116 |
| Team 3 | P.O. Box 3140 |
| Pool Team | P.O. Box 3130 |

GENERAL CIRCULAR LETTER 421 – OCTOBER 31, 2001 – PAGE 2

All telephone and fax numbers are changing. Following is a list of changes including the description, old number and new number:

<u>Description</u>	<u>Old</u>	<u>New</u>
Main Phone Number	(414) 476-6440	(262) 796-4540
Main Fax Number	(414) 476-0024	(262) 796-4400
Team 1 Phone	(414) 479-2665	(262) 796-4589
Team 1 Fax	(414) 479-2695	(262) 796-4424
Team 2 Phone	(414) 479-2619	(262) 796-4590
Team 2 Fax	(414) 479-2699	(262) 796-4425
Team 3 Phone	(414) 479-2662	(262) 796-4591
Team 3 Fax	(414) 479-2692	(262) 796-4426
Pool Team Phone	(414) 479-2664	(262) 796-4592
Pool Team Fax	(414) 479-2694	(262) 796-4423
WCPAP/Tech Team Phone	(414) 479-2661	(262) 796-4593
WCPAP/Tech Team Fax	(414) 476-0024	(262) 796-4400
Industry Support Fax	(414) 479-2684	(262) 796-4416
Unit Statistical Cards/ Experience Rating Phone	N/A	(262) 796-4594
Bookkeeping Phone	N/A	(262) 796-4595
Bookkeeping Fax	(414) 479-2683	(262) 796-4411

Ameritech has tentatively assigned these numbers to WCRB. However, Ameritech will not guarantee these numbers until the new service is connected. The new service is scheduled to be connected no later than Friday, November 16, 2001. While these numbers are not presently guaranteed, Ameritech has indicated that there have been only a few cases where the tentative numbers were not available when the service was connected. **WCRB will notify all customers immediately if our new numbers change.**

To obtain the most current information, please refer to our web site: www.wcrb.org