



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 428 - JULY 24, 2002

TO ALL MEMBERS OF THE BUREAU **SPECIAL ATTENTION - UNDERWRITING PERSONNEL**

The purpose of this Circular is to inform our membership of our continuing efforts to collect proper policy information. It is the WCRB's responsibility to maintain a complete and accurate database. In support of this effort, an extensive review of our files has been completed evaluating all Notice To Carriers (NTCs) sent in calendar year 2001.

The review of the NTC process revealed that, of the 42,474 NTCs sent in 2001, there were several error types identified that contributed significantly to the overall number.

- 1. The Bureau has not received a renewal policy or a termination where there is an expired policy filed with us.*
- 2. The legal status on the policy does not coincide with the name of the employer.*
- 3. An incorrect version of an endorsement form is being used.*
- 4. An endorsement is listed as applicable to the policy, but not attached.*
- 5. We receive either an endorsement or cancellation for a policy that has not been filed.*
- 6. A cancellation is filed with an improper policy number.*
- 7. A policy is cancelled for underwriting reasons after the initial sixty-day grace period has elapsed.*
- 8. USL&HW endorsement reflects the wrong percentage increase.*
- 9. Notice of non-renewal is filed less than sixty days prior to the policy expiration.*
- 10. A cancellation is filed with an improper policy period.*

Please share the preceding list with those responsible for submitting accurate policy information to the WCRB. It is our hope that by sharing this information, the number of NTC's related to these errors will diminish. If the aforementioned issues are not a problem for your company, we would like to thank you for issuing your policies correctly. If your company does receive multiple notices regarding the above we ask that you please take the necessary steps to reduce the errors and avoid potential fines.

In an effort to assist carriers with policy reporting issues, the WCRB is considering holding some training sessions in the coming months. If your organization may have an interest in attending one of these sessions, or if there are any questions regarding these issues, please contact Melanie Lindseth at (262) 796-4555.