



Wisconsin Compensation Rating Bureau

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Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

GENERAL CIRCULAR LETTER 491—JUNE 22, 2006

Special Attention: Policy Issuing Personnel

Re: Notification of Future Hardcopy Policy Keying Charges

WCRB Action

This is the first notice to advise you that the WCRB Rating Committee has approved a filing fee program for all policies and policy related documents that are submitted in hard copy format. The program will start no sooner than July 1, 2007.

Background

For the past two years, the WCRB has been involved in enhancing our ability to receive and process policy data electronically. In addition to accepting the standard WCPOLS files, we have partnered with other Data Collection Organizations to develop tools such as the Policy Edit and Entry Package (PEEP) which is designed for the entry of policy data for electronic submission. We also partnered in the development of the Compensation Data Exchange (CDX) in an effort to provide a secure mode of data transfer for the carriers. For more information on PEEP and CDX please visit the [ACCCT Web site](#).

As electronic submission becomes easier and more widely accepted throughout the industry, the number of carriers submitting policy data electronically continues to increase in Wisconsin. Approximately one-third of the policy data we collect is being submitted to us electronically. Our goal is to see this number increase as it means increased accuracy in the data and improved efficiency for our organization.

Action Needed

If you already submit electronically please review what types of transactions you are submitting. It is important to note that all policy related documents will be included in this filing fee program.

Carriers interested in testing and submitting policy data electronically should review the WCPOLS Submission Instructions located on our Web site at www.wcrb.org under the Products section, for instructions and testing requirements for the various types of transactions. This notification is being provided so that carriers are able to plan for computer system changes needed to reduce or avoid future filing fees. ***You may wish to alert your information technology staff to these changes as soon as possible and forward this communication to them.***

Watch for circulars that will outline the cost structure and implementation date.

Any questions regarding this matter should be directed to Sara Shackelford at 262-796-4574 or by email at sara.shackelford@wcrb.org.