



Wisconsin Compensation Rating Bureau

262-796-4540 • Fax 262-796-4400 • www.wcrb.org

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

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

## GENERAL CIRCULAR LETTER 495 – SEPTEMBER 27, 2006

### IMPORTANT POLICY FILING NOTICE

#### Special Attention: Policy Issuing Personnel

##### Re: Notification of Future Hardcopy Policy Keying Charges

##### WCRB Action

This is notice to advise you that the WCRB Rating Committee has approved a Hard Copy Keying Charge program for all policies and policy related documents that are submitted to the WCRB. The program will be implemented in stages with Stage One scheduled to commence January 1, 2008. Stage Two will be implemented on July 1, 2008.

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. Our goal is to see this number grow as it means increased accuracy in the data and improved efficiency for our organization.

##### Timeframes

Stage One—January 1, 2008

We will begin charging on the hard copy equivalents of transactions 01, 02, 05, and 06.

- 01 = New Policies
- 02 = Renewal Policies
- 05 = Cancellations, Terminations, and Reinstatements
- 06 = Policy Replacement due to key field change

Stage Two—July 1, 2008

We will begin charging on the hard copy equivalents of transactions 03, 04, 08, 10, 14, 15, and 16.

- 03 = Endorsements
- 04 = Annual Rerate Endorsements
- 08 = Policy Replacement due to rating change
- 10 = Policy Replacement due to non-rating change
- 14 = Policy Replacement due to miscellaneous change/non-key field
- 15 = Policy Replacement due to add/delete state change
- 16 = Coverage Notice

### **Charges**

The charges associated with the program have not yet been established. WCRB staff will make a recommendation to our Committees based on countrywide charges that are in place today.

We plan to have the charges finalized by the end of the year and you will be notified at that time.

### **Industry Training and Tools**

WCRB plans to offer training sessions in the spring of 2007. The training will include things such as proper use of tools provided through our Web site and ACCCT. We want to ensure that all carriers have an opportunity to get hands-on training and assistance either to enhance their current electronic reporting or to begin electronic reporting. Watch for future announcements on the training and what will be included.

### **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 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](http://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 charges. **You may wish to alert your information technology staff to these changes as soon as possible and forward this communication to them.**

Watch for future circulars that will outline the cost structure and training sessions.

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