



Wisconsin Compensation Rating Bureau

## GENERAL CIRCULAR LETTER 504—JANUARY 4, 2007

TO: Members of the Bureau

FROM: Sara Shackelford

RE: **Important Policy Filing Notice**  
Notification of Future Hardcopy Policy Keying Charges

### ***ATTENTION: POLICY ISSUING PERSONNEL***

#### **WCRB Action**

This is notice to advise you that the WCRB Governing Committee 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 and a schedule of the planned phases can be found below.

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.

#### **Charges**

The charges associated with the program were reviewed and approved by the Governing Committee of the WCRB. The targeted amount approved is \$25.00. This charge will be applied to each hard copy filing which includes every policy, cancellation, reinstatement, and endorsement.

#### **Timeframes**

Stage One—Hard copy filings received January 1, 2008 and later

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—Hard copy filings received July 1, 2008 and later

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

03 = Endorsements

NOTE: Endorsements not included when a policy (transactions 01, 02, or 06) is submitted, but later filed hard copy, will be subject to the \$25.00 charge.

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

### **Industry Training and Tools**

WCRB will be offering training sessions in the spring of 2007. Announcements regarding the training can be found on our Web site at [www.wcrb.org](http://www.wcrb.org) under the Circular section. 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.

### **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.**

Any questions regarding this matter should be directed to:

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