



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 517—JANUARY 17, 2008

TO: Members of the Bureau

FROM: Sara Shackelford

RE: **Important Policy Filing Notice**
Notification of Hardcopy Policy Keying Charges - Phase Two

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 is being implemented in stages as outlined below. Stage One was implemented on January 1, 2008.

Stage Two charges will commence on July 1, 2008.

Charges

The charges associated with the program are \$25.00 for each hard copy filing as outlined below.

Timeframes

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

On January 1, 2008 we began charging for 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

On July 1, 2008 we will begin charging for 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

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 under the Products section, for instructions and testing requirements for the various types of transactions.

Any questions regarding this matter should be directed to:

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