



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 538—APRIL 16, 2009

TO: Members of the Bureau
FROM: Betty Rohde and Sara Shackelford
RE: Electronic Reporting of Legal Nature of Insured and Non-Standard Endorsements/Forms

SPECIAL ATTENTION: ELECTRONIC POLICY REPORTING PERSONEL

On January 1, 2010, two changes to the electronic data reporting requirements in Wisconsin are being made. The changes may require insurers to implement programming changes to their systems.

LEGAL NATURE OF INSURED

BACKGROUND

In Wisconsin, when multiple legal statuses are required on a policy, this information is reported electronically with the use of specific WCPOLS fields. Whenever the Legal Nature of Insured Code (Header Record - Record Type Code 01, position 106-107) is reported as 99 – Other, the Text for “Other” Legal Nature of Insured (Header Record - Record Type Code 01, position 250-269) is used to report this data. Due to the limited number of available bytes in the Text for “Other” Legal Nature of Insured field, abbreviations are often used. The Wisconsin Compensation Rating Bureau (WCRB) has allowed the use of Insurer identified abbreviations as long as the WCRB was aware of these abbreviations. The processing of this information by WCRB staff is no longer practical because of the wide range of abbreviations and the increasing number of requests.

ACTION

On submissions received on or after January 1, 2010, the abbreviations used in the Text for “Other” Legal Nature of Insured field must be those listed in the table below. Any other legal nature text should not be abbreviated. These abbreviations are those currently used by the highest percentage of carriers, and therefore are adopted by the WCRB. Failure to comply will result in a Notice to Carrier being issued.

Legal Status	Abbreviation	Legal Status	Abbreviation
Corporation	CORP	Limited Partnership	LP
Individual	IND	Joint Venture	JV
Partnership	PART	Trust	TRST
Association	ASSOC	Organization	ORG
Estate	EST	Volunteer	VOL
Limited Liability Company	LLC	District	DIST
Limited Liability Partnership	LLP	Governmental Entity	GOV

NON-STANDARD ENDORSEMENTS/FORMS

BACKGROUND

The WCRB has allowed insurers to report unique carrier form numbers electronically as long as the information on the form did not affect the coverage afforded. Accommodations in this regard, for insurers, are being discontinued.

ACTION

On submissions received on or after January 1, 2010, carriers must only use the form numbers filed with the OCI by the WCRB. These forms are shown in the *Listing of Standard Endorsements Acceptable/Available in WI* found in the Forms section of our Web site at WCRB.org. Unique carrier form numbers will not be accepted and may no longer be reported in Record Type Code 07 (Endorsement Identification Record) for State Code 00 (entire policy) or 48 (Wisconsin) (position 44-45). Failure to comply will result in a Notice to Carrier being issued.

If you have any questions regarding these changes, please contact Betty Rohde, 262-796-4551; betty.rohde@wcrb.org or Sara Shackelford, 262-796-4574 sara.shackelford@wcrb.org.