



Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 545—SEPTEMBER 8, 2009

TO: Members of the Bureau
FROM: Elizabeth Rohde and Sara Shackelford
RE: Electronic Notification of Notice to Carriers (NTC)

**SPECIAL ATTENTION:
INSURANCE GROUP ADMINISTRATOR POLICY REPORTING**

Background

As announced in Circular 529, the WCRB will stop mailing hard copy NTC letters effective 01/01/10. Carriers will be required to use the NTC Lookup product to access all letter communications.

Carrier Action Needed

The NTC CARRIER NOTIFICATION PREFERENCE FORM is used to notify the WCRB of a carrier's preferred method of receiving all bureau NTC letter communications. If you have not set up a preference, the form must be completed and returned as soon as possible so that there is a smooth transition on January 1, 2010. This form is found in the Forms area of our Web site, wcrb.org.

Notification options are e-mail notification or no notification.

- **E-mail Notification**
Three separate e-mails are sent, one listing newly issued NTCs, one listing NTCs to which WCRB entered a comment, and one listing newly fined NTCs.
- **No Notification**
The No Notification option requires that the carrier retrieve newly issued NTC the letters from the NTC Lookup product without any communication from the WCRB. An e-mail will be sent for all NTCs where the WCRB entered a comment and those which have been newly fined.

NOTE: If you are currently receiving hard copy NTC letters and a preference form is not submitted prior to January 1, 2010, your preference will default to "No Notification" on January 1, 2010.

If you have already completed and returned the NTC CARRIER NOTIFICATION PREFERENCE FORM to the WCRB, and are currently receiving NTC letter notification electronically, you do not need to complete and submit a new form.

Web Procedures

If you are not a member of the WCRB Web site, we strongly encourage you to take the appropriate steps to become a member as soon as possible. The following is the link to the application, available in our Forms area: WCRB Web Site Application.

If you are a member and do not have access to the NTC Lookup product, or have any questions regarding membership, please contact your company's Group Administrator. If you do not know who this individual is, contact the WCRB Webmaster at 262-796-4402, or via e-mail at wcrbwebmaster@wcrb.org.

If you have any questions regarding the requested action or the NTC Lookup product contact:

Elizabeth Rohde at 262-796-4551, e-mail – betty.rohde@wcrb.org OR
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