



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 548—NOVEMBER 6, 2009

TO: Members of the Bureau
FROM: Elizabeth Rohde and Sara Shackelford
RE: Discontinuation of the Acceptance of Hard Copy
Notice to Carrier (NTC) Letter Responses

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

Effective January 1, 2010, the WCRB will discontinue accepting hard copy responses to NTC letters.

Circular Letters [529](#), [545](#), and [547](#) announced that the WCRB will discontinue sending hard copy NTCs effective January 1, 2010. Notification that the WCRB will also discontinue accepting hard copy responses to NTC letters was inadvertently omitted from these Circular Letters.

Hard copy responses to NTC letters received by the WCRB will be returned to the carrier without further processing, and the requirement for responding to these letters will not have been satisfied. Carriers must respond to NTC letters via the NTC Lookup member product on our Web site.

Reminders:

Instructions for use of the NTC Lookup product, including responding to NTC letters, may be accessed using the Instructions link on the [NTC Lookup](#) product page.

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 Web application: [Group Administration Application](#)

If you are a member and do not have access to NTC Lookup, 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 262-796-4540, or via e-mail at wcrbwebmaster@wcrb.org

If you have any questions regarding this information, please contact:

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