



Wisconsin Compensation Rating Bureau

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## GENERAL CIRCULAR LETTER 574—APRIL 15, 2011

TO: Members of the Bureau  
FROM: Sara Shackelford and Elizabeth Rohde  
RE: NTC Lookup Product Requirements

### SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

The WCRB announced the enhancement of the NTC Lookup product in the Member Products area of the WCRB Web site on June 17, 2009. This circular is to clarify our requirements.

The NTC Lookup product affords users the ability to select an option to enter a free form response or to inform the WCRB that their response would be in the next electronic submission. While these options are familiar to our members, the WCRB would like to clarify their use.

- Notice to Carriers must be responded to via the NTC Lookup product, even when the information requested in the NTC is being sent in an electronic file. As stated in the NTC, "If a correct reply is not received by the due date listed in the top right portion, a \$150 fine will be levied." Receipt of electronic data, without using the NTC Lookup product, does not guarantee that an NTC will be resolved, and a fine may be levied.
- Users currently have the ability to attach documents corresponding to the NTC via the NTC Lookup along with their responses. This option is being used to attach documents that are also being sent electronically; and the information is most often redundant, but it is also disparate at times.

As long as the information requested by the WCRB is able to be submitted in the electronic Workers Compensation Policy Reporting Specifications (WCPOLS) format, the hard copy corresponding to the electronic data should not be attached via the NTC Lookup. The attachment option should be reserved for those documents (ERM14, Letters, Memos, etc.) that do not have a specific WCPOLS format or in special circumstances where the WCRB has granted the permission for policy information to be sent hard copy.

If you have any questions regarding this change, please contact Sara Shackelford, 262-796-4574 [sara.shackelford@wcrb.org](mailto:sara.shackelford@wcrb.org) or Elizabeth Rohde, 262-796-4551 [betty.rohde@wcrb.org](mailto:betty.rohde@wcrb.org).