



Wisconsin Compensation Rating Bureau

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Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

CIRCULAR LETTER 3103 – JULY 16, 2013

TO: Members of the Bureau

FROM: Donna Knepper

RE: Non-Renewal Notice Reminder

Ch. 102.31, Wis. Stats., and Ins. 21, Wis. Adm. Code require that an insurance carrier provide a policyholder with a 60-day notice of their intent not to offer renewal of their worker's compensation insurance coverage. This notice must be provided to **both** the policyholder and the WCRB at least 60 days prior to the expiration date of the policy. The effective date of termination reported on the form must match the expiration date of the policy. If a carrier fails to provide the proper notice to the insured and WCRB, an offer of renewal must be made.

Non-renewal notices submitted incorrectly will be rejected by the WCRB. If a corrected notice is not received at least 60 days prior to the expiration date of the policy, the carrier is expected to offer a renewal policy.

This is not a change in procedure but a reminder of the statutory notification requirements for non-renewal of a worker's compensation insurance policy.

If you have any questions, please contact Donna Knepper at donna.knepper@wcrb.org or 262-796-4576.