



Wisconsin Compensation Rating Bureau

262-796-4540 ▲ Fax 262-796-4400 ▲ www.wcrb.org

P.O. Box 3080 ▲ Milwaukee, WI 53201-3080

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

GENERAL CIRCULAR LETTER 622—DECEMBER 11, 2014

TO: Members of the Bureau

FROM: Betty Rohde and Sara Shackelford

RE: Rejection of Cancellation, Reinstatement, and Nonrenewal Transactions
(Transaction Code 05)

Attention: Policy Reporting Personnel

Currently, Cancellations, Reinstatements, and Nonrenewals that are submitted electronically to the WCRB with errors, are printed for manual review. The status of these Transactions is reflected as Manually Processed in the Manage Policy Member Product on our Web site, www.wcrb.org. Upon review by the WCRB, some transactions with this status are determined to be acceptable and manually entered into our system, while others are determined to be unacceptable resulting in Notice to Carriers (NTC) being issued. This has caused some confusion within carrier organizations.

Effective February 1, 2015, this process is changing. Some unacceptable Cancellations, Reinstatements, and Nonrenewals will be rejected, and NTCs will no longer be sent. Carriers will be responsible for monitoring status and determining the appropriate action to take regarding the Transactions that have been rejected by the WCRB.

The rejected status of these transactions will be displayed in Manage Policy in the Txn Reject Report under the SUBMISSIONS/View Processed Submissions, or the ERROR REPORT Menu options and will also display in a Policy's Transaction History tab.

The following errors will be cause for rejection and will display on Error Reports in Manage Policy:

- AN INVALID REASON FOR CANCELLATION WAS REPORTED.
- WISCONSIN LAW REQUIRES THAT NONRENEWAL NOTIFICATION BE RECEIVED BY THE WCRB AND THE INSURED AT LEAST 60 DAYS PRIOR TO THE EXPIRATION DATE OF THE POLICY.
- THE EFFECTIVE DATE OF REINSTATEMENT MUST BE PRIOR TO THE EXPIRATION DATE OF THE POLICY.
- REASON FOR CANCELLATION CODE 17 IS ONLY ALLOWED FOR WWCIP (POOL) POLICIES.

If you have any questions, please contact:

Betty Rohde 262-796-4551 or betty.rohde@wcrb.org

Sara Shackelford 262-796-4574 or sara.shackelfoprd@wcrb.org