



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 624—DECEMBER 29, 2014

TO: Members of the Bureau

FROM: Betty Rohde and Sara Shackelford

RE: Hard Copy Fee Charges for Documentation Attached to Notice to Carriers (NTC)

ATTENTION: POLICY REPORTING PERSONNEL

WCRB began charging fees for processing hard copy policy documentation in 2007. Acceptance of hard copy policy documentation, with very few exceptions, was discontinued in 2010. WCRB currently does accept hard copy cancellations and reinstatements as NTC attachments from any carrier, as well as hard copy policies and endorsements as NTC attachments from carriers not yet approved to submit them electronically. In each of these cases, the hard copy fee is waived.

On December 4, 2014, the WCRB Governing Committee approved the recommendation of the WCRB to begin charging a \$25 hard copy fee for documents attached to NTCs. The hard copy fee program and overall discontinuation of hard copy has been in place for a number of years, and this change will allow WCRB to continue streamlining policy processing and NTC response procedures.

If a carrier is unable to submit the required policy data electronically utilizing their normal processing method, the option to use the Manage Policy Web Site Member Product is available. This product was developed to allow carriers to create and submit policy data and is available to any carrier, whether or not they have gained approval status to submit data electronically with the WCRB.

Effective January 1, 2016, any accepted hard copy policy documentation attached to an NTC will be assessed a \$25 hard copy fee by the WCRB. This will provide ample lead time for carriers needing to complete testing, make programming changes, and revise their procedures.

If you have any questions, please contact:

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