



Wisconsin Compensation Rating Bureau

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**GENERAL CIRCULAR LETTER 627—JULY 6, 2015**

TO: Members of the Bureau  
FROM: Betty Rohde and Sara Shackelford  
RE: Reminder—Electronic Reporting of Legal Nature of Insured and Non-standard Endorsement Forms

**Attention: Policy Reporting Personnel**

On April 15, 2009, the Wisconsin Compensation Rating Bureau (WCRB) released Circular Letter 538 outlining the requirements for electronically reporting the Legal Nature of Insured when multiple legal statuses need to be reported, and the discontinuation of the reporting of unique carrier form numbers on policy transactions. This Circular is being sent as a reminder of the WCRB requirements.

**LEGAL NATURE OF INSURED**

In Wisconsin, when multiple legal statuses are required on a policy, this information is reported electronically with the use of specific WCPOLS fields. Whenever the Legal Nature of Insured Code in the Header Record (Record Type Code 01, position 106-107) is reported as 99—Other, the Text for “Other” Legal Nature of Insured in the Header Record (Record Type Code 01, position 250-269) is used to report this data. Due to the limited number of available bytes in the Text for “Other” Legal Nature of Insured field, abbreviations are often used.

Whenever abbreviated text is used in the Text for “Other” Legal Nature of Insured field for any of the terms listed in the table below, the corresponding abbreviation should be used. This is a list of the most commonly abbreviated terms and are those currently used by the highest percentage of carriers, and therefore were adopted by the WCRB. Failure to comply will result in a Notice to Carrier (NTC) being issued.

Legal Status	Abbreviation	Legal Status	Abbreviation
Corporation	CORP	Limited Partnership	LP
Individual	IND	Joint Venture	JV
Partnership	PART	Trust	TRST
Association	ASSOC	Organization	ORG
Estate	EST	Volunteer	VOL
Limited Liability Company	LLC	District	DIST
Limited Liability Partnership	LLP	Governmental Entity	GOV

**NON-STANDARD ENDORSEMENTS/FORMS**

The only form numbers that may be reported on electronic policy transactions are the form numbers filed and approved with the Office of the Commissioner of Insurance (OCI) by the WCRB. These forms are shown in the *Standard endorsements accepted in Wisconsin* found in the Forms section of our Web site at WCRB.org. Unique carrier form numbers are not accepted and should not be reported in the Endorsement Identification Record (Record Type Code 07, State Code 00—entire policy or 48—Wisconsin, position 44-45). Failure to comply will result in a Notice to Carrier being issued.

Note: WCRB does not file dividends on behalf of member carriers. Dividends are the ONLY filings that are made directly with the Office of the Commissioner of Insurance by the member carrier. Forms associated with those filings are not to be submitted on the WCRB copy of the policy.

If you have any questions regarding these changes, please contact:

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