



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 630—JULY 16, 2015

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

On February 1, 2015, per General Circular Letter 622, the Wisconsin Compensation Rating Bureau (WCRB) began rejecting certain unacceptable Cancellations, Reinstatements, and Nonrenewals (Transaction Code 05) rather than returning them with a Notice to Carrier (NTC). Since that time we have identified additional reasons that a Transaction Code 05 will be rejected.

The WCRB will reject Cancellations, Reinstatements, and Nonrenewals received October 1, 2015 and after due to the errors listed below and NTC will not be sent. Carriers are responsible for using our Manage Policy member product to monitor the status of their transactions in order to determine the appropriate action regarding the rejected Transactions. The rejected status and the reason for the rejection of these Transactions will be displayed in Manage Policy on the Txn Reject Report under the SUBMISSIONS/Search by Submission/Processed Submissions, or the ERROR REPORT Menu option 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:

#	Error Message
813	THE NONRENEWAL EFFECTIVE DATE CANNOT BE PRIOR TO THE POLICY EXPIRATION DATE.
809	CANCELLATION REASON CODE 18 CAN ONLY BE USED FOR A WRAP UP POLICY.
48060	CANCELLATION REASON CODE 22 IS ONLY ALLOWED WHEN THE EMPLOYEE LEASING CODE IS 4, 5, OR 7.
817	THE CORRESPONDING CANCELLATION EFFECTIVE DATE IS NOT A VALID DATE.
814	THE NAME OF INSURED ON A CANCELLATION, NONRENEWAL OR REINSTATEMENT CANNOT BE BLANK.
829	A NONRENEWAL IS NOT ALLOWED FOR A TRANSACTION CODE 16.

If you have any questions, please contact:

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

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