



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 631—AUGUST 5, 2015

TO: Members of the Bureau

FROM: Betty Rohde and Sara Shackelford

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

Attention: Policy Reporting Personnel

This is a reminder to carriers that effective January 1, 2016, any accepted hard copy policy documentation attached to an NTC will be assessed a \$25 hard copy fee by the Wisconsin Compensation Rating Bureau (WCRB). This adjustment was originally announced by Circular Letter 624, released on December 29, 2014.

The hard copy policy documentation referenced above is information that can be sent to the WCRB in the approved electronic format: copies of the policy, endorsements, cancellations, nonrenewals, or reinstatements. No charge will be assessed for attachments such as an experience rating worksheet, a copy of the original policy when Wisconsin was added after issuance, or a letter of correspondence.

The option to use the Manage Policy Web Site Member Product is available for any carrier who is unable to submit the required policy data electronically utilizing their normal processing method. 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.

Please note there is still sufficient time available for carriers to complete testing, make programming changes, and revise their procedures.

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