



Wisconsin Compensation Rating Bureau

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## GENERAL CIRCULAR LETTER 635—NOVEMBER 17, 2015

TO: Members of the Bureau  
FROM: Sara Shackelford and Betty Rohde  
RE: Electronic Endorsement Number and Carrier Version Identifier

### **Attention: Policy Reporting Personnel**

This General Circular Letter is published in regard to the WCRB requirements for reporting the electronic Endorsement Identification Record in Wisconsin. As stated in Circular Letter 627 released on July 6, 2015, the only endorsement 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](http://WCRB.org). Unique carrier endorsement numbers are not accepted and should not be reported in the Endorsement Identification Record (Record Type Code 07, State Code 00—General or 48—Wisconsin, position 44-45).

The Endorsement Identification Record also contains a Carrier Version Identifier field (Record Type Code 07, position 60-70, recurring). This field is used to report carrier specific form numbers. In Wisconsin these form numbers can only be reported when they directly correspond with an endorsement associated with the policy reported in the Endorsement Number field. The Carrier Version Identifier form number cannot be reported as an independent form.

Effective October 1, 2016, the WCRB will edit to make sure that data is being reported in compliance with this notification, and if it is not a Notice to Carrier, will be issued for correction.

If you have any questions, please contact:

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