Wisconsin Compensation Rating Bureau

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Located at 20700 Swenson Drive, Suite 100, Waukesha, WI 53186

# GENERAL CIRCULAR LETTER 450 - DECEMBER 31, 2003

TO: Members of the Bureau

FROM: Nancy Kierzek

RE: New Monthly Invoicing Program

We are pleased to announce several changes to our invoicing program. The changes will take effect with the January 2004 charges and are outlined below.

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- We will now be issuing a monthly invoice. **The monthly invoice will be sent to the Assessment Statement address (Home Office) captured in our system.**
- The monthly invoice will capture all chargeable activity for the given month sorted by **Activity Type**. (Notice to Carrier, Unit Stat, 60 Day and Miscellaneous)
- The monthly invoice will reference a **Document Number** for each line item. This document number identifies the individual invoice that is created in our system.
- The monthly invoice will reference a **Policy Number** for each chargeable line item to aid in follow-up.
- The Bureau's **File Number** will appear on the monthly invoice for each chargeable line item to aid in follow-up.
- We have expanded the information appearing in the **Description Field**, ***as we will no longer be attaching a copy of the individual notices to the invoices.*** The notices will continue to go out daily as they are processed, **and will continue to be mailed to the designated contact person for the specific notice type.** The additional information that will now be provided on the **monthly invoice** will provide the necessary tracking information for your office to use in follow-up. *Should you request a copy of the actual notice(s) referenced on the invoice, you will be charged accordingly.*

- The **Description Field** will now include the following information:

  <u>NTC Fines</u>
  Employer Name
  NTC Number

  <u>Unit Stat Fines</u>
  Employer Name
  Policy Effective Date/Report/Correction #

  <u>60 Day Fines</u>
  Employer Name
  Effective Date
  Date Coverage Received

  <u>Miscellaneous Charges</u>
  Description of Charge (Example: Five Year Premium & Loss Exhibit)
  Employer Name
  Any other pertinent information related to that specific charge

- The invoice will reference a specific due date **which will be 30 days from the date of the invoice.**

- An **Invoice Remittance Form** will be attached to each monthly invoice. This form should be returned to our office with your payment. The form is set up to fit into a size 10 window envelope and provides an area to explain your remittance should it not be for the exact amount.

- We will also be issuing **Past Due Statements** on a monthly basis. **They will utilize the same Assessment Statement (Home Office) mailing address as the monthly invoice.** The Past Due statement will capture all open activity as of the given date and will also capture any unapplied credits in the account as of the given date. In addition to the fining activity and miscellaneous charge activity, the Past Due Statements will also pick up past due assessment and financial call activity. The statement breaks the activity down by type of activity (previous balances, invoices, credits and new balances) and will also age the past due activity. Hereto, copies of individual notices or past due invoices <u>will not</u> be included with the past due statement. We have targeted the First Quarter of 2004 to have the fining and invoicing information available on our website. This too, should benefit our customers in follow-up. We'll keep you posted. *Should you wish to request copies of past due invoices or notices, you will be charged accordingly.*

We expect the new invoicing program to be beneficial to all our members. If you have any questions regarding the new invoicing program, please direct them to:

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