



Wisconsin Compensation Rating Bureau

262-796-4540 ▲ Fax 262-796-4400 ▲ [www.wcrb.org](http://www.wcrb.org)

P.O. Box 3080 ▲ Milwaukee, WI 53201-3080

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

## GENERAL CIRCULAR LETTER 473 – FEBRUARY 4, 2005

TO: MEMBERS OF THE BUREAU

FROM: Alyce Archie-Jordan, Technical Services Team

RE: Application of the Wisconsin Contractor's Premium Adjustment Program (WCPAP)  
Policy Credit Factor.

The WCRB has recently become more aggressive in assuring that all carriers are applying the WCPAP Policy Credit factor as shown on the worksheet. If the policy credit factor is not applied or shown correctly on the policy, our staff will send a Notice to Carrier letter asking for the policy to be amended.

With respect to potential programming issues companies may face, we must bring this to the attention of all Members of the Bureau.

The WCPAP Policy Credit factor must be shown as reported on the Policy Credit worksheet. Please refer to the attached sample Policy Credit Worksheets, you must report the Policy Credit or its reciprocal. This Policy Credit must be applied using stat code 9046. The adjusted premium must be shown as well.

Because of the significant implications of this Program, it is strongly suggested that each carrier share the content of this Circular with those employees responsible for Underwriting, Auditing, and Unit Statistical reporting.

Carriers failing to report the WCPAP policy credit as shown on the worksheet will receive a Notice to Carrier. This Notice to Carrier is mandatory, so please be aware that non-compliance may result in a fine.

If additional information is needed, please contact the WCRB Technical Services Team at (262)796-4593 or visit our Web site @ [www.wcrb.org](http://www.wcrb.org).

**WISCONSIN CONTRACTORS PREMIUM ADJUSTMENT PROGRAM  
POLICY CREDIT WORKSHEET**

Insured Name:  
Carrier Name:  
Policy Number:  
Effective Date:

Coverage ID:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
CLASS CODE	3rd QUARTER PAYROLL 2004	3rd QUARTER HOURS WORKED	FILED RATE 10/01/04	STANDARD PREMIUM [(2)x(4)]/100	AVG HRLY WAGE	CREDIT %	CREDIT DOLLAR AMOUNT (5)x(7)

**NON-CONTRACTING CLASSIFICATIONS**

8601	\$ 51,048.00	2,282.00	.84	\$ 429	22.37	XXXX	XXXXXX
8810	\$ 21,218.00	1,071.00	.27	\$ 57	19.81	XXXX	XXXXXX

**CONTRACTING CLASSIFICATIONS**

5606	\$ 33,143.00	1,040.00	2.40	\$ 795	31.87	10%	\$ 80
5610	\$ 6,420.00	599.00	8.08	\$ 519	10.72	0%	\$ 0

**TOTALS** (All classifications for this coverage) \$ 1,800 \$ 80

**SUMMARY** (All contributing applications)

CPAP Period: 2004  
Factor Effective: 01/01/05 to 01/01/06

Combinable ID:

**Total Standard Premium:** \$ 1,800 **Total Credit:** \$ 80

**Policy Credit (Total Credit/Total Standard Premium):** .04

Policy Credit Factor (1.00 - Policy Credit): .96

**WISCONSIN CONTRACTORS PREMIUM ADJUSTMENT PROGRAM  
POLICY CREDIT WORKSHEET**

Insured Name:  
Carrier Name:  
Policy Number:  
Effective Date:

Coverage ID:

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
CLASS CODE	3rd QUARTER PAYROLL 2004	3rd QUARTER HOURS WORKED	FILED RATE 10/01/04	STANDARD PREMIUM [(2)x(4)]/100	AVG HRLY WAGE	CREDIT %	CREDIT DOLLAR AMOUNT (5)x(7)

**NON-CONTRACTING CLASSIFICATIONS**

8742	\$ 52,205.12	3894.50	.57	\$ 298	13.40	XXXX	XXXXXX
8810	\$ 24,619.25	1,557.25	.27	\$ 66	15.81	XXXX	XXXXXX
9014	\$ 1,263.19	167.75	5.52	\$ 70	7.53	XXXX	XXXXXX

**CONTRACTING CLASSIFICATIONS**

5606	\$ 14,517.79	560.00	2.40	\$ 348	25.92	5%	\$ 17
5645	\$ 74,348.53	7,105.25	14.16	\$ 10,528	10.46	0%	\$ 0

**TOTALS** (All classifications for this coverage)           

**SUMMARY** (All contributing applications)

CPAP Period: 2004  
Factor Effective: 05/16/05 to 05/16/06

Combinable ID:

**Total Standard Premium:**       **Total Credit:**

**Policy Credit (Total Credit/Total Standard Premium):**

Policy Credit Factor (1.00 - Policy Credit):