



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 512 - SEPTEMBER 4, 2007

**TO: Members of the Bureau**

**FROM: Nancy Kierzek**

**RE: Hard Copy Keying Charges / Monthly Invoice Summary Statement**

As previously announced, the WCRB Governing Committee approved a hard copy keying charge of \$25.00 for each hard copy filing that is submitted to the WCRB. The program is scheduled to begin with hard copy filings received January 1, 2008 and later. Please refer to General Circular Letter 504 for additional information on the implementation of the program. You may access our circulars via our website at [www.wcrb.org](http://www.wcrb.org).

The purpose of this circular is to make you aware of how those charges will be invoiced. A copy of a "sample" monthly invoice summary statement is attached for your reference. **This is a sample invoice – do not remit payment.** Please refer to document number "HC0010003" and "HP0010001". The codes "HC-CTR and HC-POL" stand for Hard Copy Filings – Cancellations, Terminations & Reinstatements (HC-CTR) and Hard Copy Filings - Policies (HC-POL). As you can see, the charges will be billed in total for each category type. The "description" column will identify how many hard copy charges are being billed for that specific category but will not provide the individual detail. Individual detail associated with the charges will be accessed via our website. Charges will begin appearing on the February 2008 Monthly Invoice Summary Statement for January 2008 hard copy charges.

As the detail will only be provided via our website; if you are not currently a member of the WCRB web site and would like to become one, a Group Administrator must be established for every member company. To designate a Group Administrator, the appropriate individual must complete and submit a Group Administrator Web Account Application located on the Products Page of our Web site – [www.wcrb.org](http://www.wcrb.org).

If you are not already submitting electronically, wish to avoid future hardcopy keying charges, and are interested in testing and submitting policy data electronically, please review the WCPOLS Submission Instructions located on our Web site at [www.wcrb.org](http://www.wcrb.org) under the Products section, for instructions and testing requirements for the various types of transactions.

As we have had several customer inquiries as it relates to delivery of the monthly invoice summary statement, we are in the process of reviewing additional options available for delivery of the monthly invoice summary statement. Two options currently being considered are:

1. E-mail notification would be sent to our customers, on a regular basis, informing them that the Monthly Invoice Summary Statement is available for their retrieval via our web site. The customer would then need to access our web site to obtain a copy of the invoice and, separately, remit payment.
2. The Monthly Invoice Summary Statement will automatically be posted on our web site without any notification to the customer. The customer will have the responsibility to access our web site on a regular basis to obtain a copy of the invoice and, separately, remit payment.

We will keep you posted as further details become available. As this is still in the review stage, no action is required of you at this time.

**For additional information, please contact:**

Sample Invoice and Delivery Options Questions/Comments

[Nancy.Kierzek@wcrb.org](mailto:Nancy.Kierzek@wcrb.org)

1-262-796-4587

Monthly Invoice Summary Statement – Post Implementation Billing Questions

[Tina.Drapp@wcrb.org](mailto:Tina.Drapp@wcrb.org)

1-262-796-4581

WCRB Web Site Membership

[wcrbwebmaster@wcrb.org](mailto:wcrbwebmaster@wcrb.org)

1-262-796-4540

Electronic Testing and Submission

[Sara.Shackelford@wcrb.org](mailto:Sara.Shackelford@wcrb.org)

1-262-796-4574

# Invoice Summary Statement August, 2007

**From:**  
WCRB - TEST

**Customer No:** TEST  
**ISS No.:** 0708-TEST  
**Date:** 9/1/2007  
**Due Date:** 10/5/2007

www.wcrb.org

**To:**  
ANYTOWN INSURANCE  
P O BOX 0101  
ANYTOWN WI 53201

Date	Document No.	Code	Policy No	File No	Description	Amount
8/24/2007	60-0051926	60DAY	WC12345	001-01-00	Employer: WCRB Policy effective date: 01-01-07 Coverage received date: 07-07-07	\$150.00
8/24/2007	HC0010003	HC-CTR	NA	NA	80 @ \$25.00 Detail available on our Web site under Member Products/Invoice Information	\$2,000.00
8/24/2007	HP0010001	HC-POL	NA	NA	250 @ \$25.00 Detail available on our Web site under Member Products/Invoice Information	\$6,250.00
8/24/2007	M0002388	P&L	SCFC0001	002-02-02	Employer: MIDAS	\$20.00
8/24/2007	N0080424	NTC-150	WC55555	004-00-10	Employer: MARKESS TRUCKING NTC/LTR#: 991019001100	\$150.00

Codes: NTC-150 Failure to comply with Notice to Carrier	Unit-150 Failure to comply with Unit Stat Request	RP Rating Data and Five Year P&L Exhibit
NTC-250 Failure to comply with Notice to Carrier	Unit-250 Failure to comply with Unit Stat Request	P&L Five Year Premium and Loss Exhibit
NTC-350 Failure to comply with Notice to Carrier	Unit-350 Failure to comply with Unit Stat Request	Mod3/Mods Modifications
NTC-500 Failure to comply with Notice to Carrier	Unit-500 Failure to comply with Unit Stat Request	Rating Rating Data
60DAY Failure to File Evidence of Coverage in accordance with Section 102.31(1) (E)	Inspect Inspection Reports	HC-CTR Hard Copy Filings - Cancellations, Terminations & Reinstatements
	Misc Miscellaneous	
	HC-POL Hard Copy Filings- Policies	

# Invoice Summary Statement August, 2007

Customer No: TEST  
ISS No: 0708-TEST  
Date: 9/1/2007  
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## Remittance Form

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Remit To:  
WCRB - TEST

Due Date: 10/5/2007  
Amount Due: \$8,570.00

(000) 000-0000  
www.wcrb.org

ANYTOWN INSURANCE  
P O BOX 0101  
ANYTOWN WI 53201

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**Please remit this page with your payment.**

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Explanation of payments: