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Wisconsin Compensation Rating Bureau

GENERAL CIRCULAR LETTER 547—OCTOBER 19, 2009

TO: Members of the Bureau

FROM: Elizabeth Rohde and Sara Shackelford

RE: Discontinuation of Hard Copy Policy Information, and Hard Copy Notice to Carrier (NTC) Letters

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

Effective January 1, 2010—As announced in Circular Letter 529, the WCRB will discontinue accepting hard copy policy information. All policy data must be submitted electronically in the WCIO WCPOLS format. Hard copy policy documents received by the WCRB will be returned to the carrier without further processing and the requirement for reporting the information will not have been satisfied.

Effective January 1, 2010—As announced in Circular Letter 545, the WCRB will discontinue mailing Notice to Carrier letters. These letters will only be available via the Web NTC Lookup product. The Circular also outlined a change to the available options of how carriers are notified of NTC letter communications that are posted on the Web NTC Lookup product.

Reminders:

If you have not already set up your preference for receiving notification of available letters on the NTC Lookup, the [NTC Carrier Notification Preference Form](#) should be completed and returned to our office. This form may be accessed via the link provided or in the [Forms](#) area of our Web site, www.wcrb.org.

If you are not a member of the WCRB Web site or do not have access to NTC Lookup, we strongly encourage you to take the appropriate steps to become a member as soon as possible. Complete the WCRB [Group Administrator Web Account Application](#)

If you are a member and do not have access to NTC Lookup, or have any questions regarding membership, please contact your company's Group Administrator. If you do not know who this individual is, contact the WCRB Webmaster at 262-796-4540, or via e-mail at wcrbwebmaster@wcrb.org

In order to submit electronic policy data, insurers must obtain approval from the WCRB. For information regarding the testing requirements to receive approval please review the [WCPOLS Submission Instructions](#) document on our Web site, www.wcrb.org.

If you have any questions regarding this please contact:

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