



Wisconsin Compensation Rating Bureau

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GENERAL CIRCULAR LETTER 585—NOVEMBER 17, 2011

TO: Members of the Bureau

FROM: Sara Shackelford and Elizabeth Rohde

RE: NTC Lookup Product—Discontinuation of Acceptance of Policy Information Attachments for Approved Electronic Transactions

SPECIAL ATTENTION: POLICY REPORTING PERSONNEL

Effective February 1, 2012—Members may no longer use the NTC Lookup ‘Attachment’ option to send policy information that corresponds with an approved electronic transaction. Per General Circular Letter 529, the WCRB discontinued accepting hard copy policy data on January 1, 2010. Notice to Carrier (NTC) attachments are copies of hard copy information and will not be accepted as an adequate response to NTCs. These NTCs may remain open and finable. Policy data corresponding to an NTC must be sent to the WCRB in an electronic submission file.

NTC Lookup Responses

The options available for entering a response to an NTC should be used to inform the WCRB that the resolution will be sent in an electronic submission:

- **Enter Free-Form Response**—Selecting this option allows the User to enter a response to the NTC in a text box.
- **Response in Next Submission**—When this option is selected, the User is able to inform the WCRB that the response to the NTC will be sent electronically. The User has the option to enter the Carrier ID, Policy number, and effective date of the electronic transaction if known.

Note: The electronic policy transaction corresponding to an NTC response must be received by the WCRB within 5 business days.

NTC Lookup Attachments

The Attachment option in the NTC Lookup product will still be available in order to allow other policy information or correspondence, without a specific electronic data format, to be sent to the WCRB. (i.e., ERM-14, Memo, etc.)

If you have any questions regarding this information, please contact:

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