

November 16, 2017

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Hard Copy North Carolina ERM-14 Forms

In May 2017, the NCRB launched a new web application called **ManageOwnership** (see [circular C-17-7](#)) allowing online submission of ownership changes from agents, carriers and insureds.

Effective January 1, 2018, the North Carolina Rate Bureau **will no longer accept hardcopy NC ERM-14 forms**. All ownership information must be submitted to the Bureau electronically through our ManageOwnership application. Hardcopy ERM-14 forms received after December 31, 2017 **will be returned** to the sender with instructions to submit the changes electronically.

For your convenience, our website contains ManageOwnership training videos and a User Guide to help navigate you step-by-step through the process. For help, click here: <http://www.ncrb.org/ncrb/WorkersCompensation/NCRBOnlineTrainingCenter/tabid/501/Default.aspx>

If you have any questions or need additional assistance, contact our Information Center at (919) 582-1056 or via e-mail at wcinfo@ncrb.org.

Sincerely,

Joanna Biliouris

Chief Operating Officer

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