

July 17, 2008

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Elimination of Hard Copy Policy Data Submission
and Implementation of Keying Charge for
Cancellations and Reinstatements

Over the last several years the volume of electronic workers compensation policy data submitted to the North Carolina Rate Bureau has increased steadily. The increase in electronically submitted policy data has improved the accuracy of the data captured in our internal systems and has led to improved efficiencies for the Organization. Effective October 1, 2009, all policy data must be submitted electronically to the North Carolina Rate Bureau. Hard copy policy data received after October 1, 2009 will be returned to the data provider for electronic submission. Data providers currently reporting hard copy policy data should contact the Industry Support Team at industrysupport@ncrb.org for information concerning electronic reporting options. The Industry Support Team will work with carriers on an individual basis to ensure a smooth transition to electronic reporting.

The Bureau will also implement a \$10.00 keying charge for each cancellation or reinstatement received in hard copy format effective October 1, 2009. Again, the Industry Support Team will willingly provide assistance to carriers desiring to submit these items electronically.

If you have any questions, please contact the Information Center at 919-582-1056 or wcinfo@ncrb.org.

Sincerely,

Sue Taylor

Director of Insurance Operations

ST:dg

C-08-12