



February 14, 2007

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance
Monthly Invoice Changes

The purpose of this circular is to announce changes to the mailing date of the monthly summary invoice for the Delinquent USR's and Hardcopy Policy Keying Charges and to provide clarification on the invoice appeal process. The Bureau is changing the mailing date of the monthly summary invoice from the 27th of the month to the 7th of the month. As we transition to a consolidated invoice, that monthly invoice will reflect Delinquent USR's and Hardcopy Policy Keying Charges for the prior month as well as all other amounts due the North Carolina Rate Bureau separately identified for the given month (e.g. Assessments, Membership Fees, IDC penalties, Delinquent USR Fines, Policy Keying Charges, etc). The invoice generated in connection with the Hardcopy Policy Keying Charges and the Delinquent USR Fines will continue to be mailed to the Assessment Statement address captured in our system and will be due 30 days from the date of the invoice. The detail information will be mailed to the designated contact for the specific line item.

Carriers wishing to appeal hardcopy policy keying charges or delinquent USR fining charges may appeal with a written explanation. A copy of the invoice and the detail information along with a brief explanation of the reason for appeal must be provided with all requests to appeal. All requests for appeal must be sent to wcinfo@ncrb.org.

The changes to the monthly invoice date will be effective April 1, 2007. Carriers will receive two invoices in the month of April. The first invoice will be mailed by March 27th and will include the February charges. The second invoice will be mailed by April 7th and will include charges for the month of March. If you have any questions please contact the NCRB Information Center at 919-582-1056 or wcinfo@ncrb.org.

Sincerely,

Sue Taylor

Director of Workers Compensation

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