

**IMPORTANT MATERIAL
TO BE IMPLEMENTED**

November 3, 2017

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: **Commercial Auto Loss Recoupment**

[Forms Due by December 15, 2017]

For member companies which do not currently report monthly to the North Carolina Reinsurance Facility (NCRF), please carefully review this circular.

You will need to take the following steps in order to be able to report the new commercial auto (other than non-fleet private passenger automobile business) loss recoupment surcharge.

This will be implemented on October 1, 2018 for all new and renewal commercial auto policies effective on or after October 1, 2018 through September 30, 2019.

As stated in the October 5, 2017 (RF-17-12 Commercial Auto Loss Recoupment) circular, reporting begins with the July 2018 accounting report submission to the NCRF. The July 2018 accounting report contains the accounting data for policies processed in June which are effective starting October 1, 2018.

The loss recoupment surcharge summary is to be reported in the Monthly Accounting Report and the Recoupment Detail Report and identified by line code CA51. These reports are to be submitted in an electronic file submitted via FTP (File Transfer Protocol).

We encourage all of the currently non-reporting member companies to become familiar with our website, set up your online access account and set up your FTP account. Please review the following items to insure that you are prepared. All companies must have the online access account and FTP account forms submitted no later than **December 15, 2017** to allow adequate time to create and validate the accounts.

Failure to comply with this deadline jeopardizes your company's ability to allow sufficient time for testing.

1. BECOME FAMILIAR WITH OUR WEBSITE:

Visit our website at www.ncrb.org/ncrf for the following information for Facility members:

- a. New Account Signup Instructions (under Member Services)
- b. FTP Instruction Guide (under Quick Links)
- c. NCRF Standard Practice Manual (under Quick Links)
- d. Member Company Address Information (under Forms, Manuals & Exhibits » Miscellaneous Forms)
- e. Circular Letters (under Quick Links)

2. TO SET UP YOUR ONLINE ACCESS ACCOUNTS:

You must have an online access account to be able to grant access to others in your company to the EDGE system. If you already have online access, please skip to the next item. To obtain an online user account to the NCRF Member Services site, each company is required to establish a Master Web Administrator (MWA). This self-service account management policy allows members to grant and control users' access to information sensitive to their organization. If you did not set up a MWA when you joined the North Carolina Rate Bureau, you can complete the online registration on our website at www.ncrb.org/ncrf. The Member Services links are located on the right side of the page. Click on New Account Signup – Instructions. If you already have an established MWA, they would need to grant access to EDGE for each individual user in your organization. **Please set up your online access account no later than December 15, 2017.**

3. TO SET UP YOUR FTP ACCOUNT:

If you already have an FTP account, please skip to the Important Reminders section. In preparation for reporting the commercial auto loss recoupment, you will need to set up an FTP account in order to submit cession, accounting and recoupment files to the EDGE system.

- a. On our website, under the EDGE tab, click on FTP Transmissions and you will find the FTP Account Request Form. Complete this form and email it to ftpsupport@ncrb.org. Testing is an interactive process between your company and the NCRF staff. You should give yourself at least 2 months to set up and test FTP files. The length of time can vary based on whether or not you already have FTP software in place, the expertise of your technical resources and internal development policies in place at your company. You will not be considered as production ready until all applicable files have been tested and approved.
- b. A mutually agreeable date will be selected at which point the member company can begin transmitting "Production" files via FTP. This start date will be confirmed in an email from our FTP Support. (Please refer to the NCRF FTP Instruction Guide on our website). **Please set up your FTP account no later than December 15, 2017.**

Important Reminders:

1. If you have had your online access set up, now is the time to review and confirm the roles within your organization to insure that they are up to date. **Please insure that you have completed the Member Company Address Information form and email it to updatecontactinfo@ncrb.org or fax it to (919) 783-0355.**
2. If you have had your FTP account set up but have never reported, you are strongly encouraged to test again before the reporting deadline.

Questions regarding this circular should be directed to Shayla Kimbro at (919) 719-3041 email at: slk@ncrb.org.

Sincerely,

Terry F. Collins,

Chief Operating Officer

North Carolina Reinsurance Facility