



January 18, 2024

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance
Mandatory Reporting of Email Address

The North Carolina Rate Bureau is implementing a change to the applicability of Field 19 – Email Address on the address record of WCPOLS files. Effective October 1, 2024, an email address for the insured and producer will be required on all policy transactions. This change will allow for future modernized communications.

Included in this circular is an overview and background for the change. Attached is an example of WCPOLS that shows an applicability change on the address record, Field 19- Email Address. Due to the applicability change, additional edits have been created to ensure quality data reporting. The attached document contains details regarding the new edits.

Please contact Data Services at dataservices@ncrb.org with any questions.

Sincerely,

Allison Smart

Director, Workers Compensation Operations

AS:ko
C-24-1
Attachment

Overview/Background

The North Carolina Rate Bureau is implementing a change to the applicability of Field 19 on the address record of WCPOLS. This field is used to report the email address and will be required for the insured and producer on all policy transactions received.

This applicability has been updated for future modernized communications.

WCPOLS

This applicability change can be found on the below insert from WCPOLS.

19	EMAIL ADDRESS <i>NOT APPLICABLE: MI</i> <i>OPTIONAL: CA, MA, MN, WI</i>	AN	225-266 42
	Report the email address of the insured or employer name that is linked to this address record.		
	If the email address exceeds 42 bytes use the EMAIL ADDRESS – CONTINUED field in positions 162-186.		
	Report the email address of the producer/agent that is linked to the producer address type 5. N/A: CA, DE, MA, MI, MN, NCCI, PA		
	Applicability is subject to the individual DCO, IAIABC POC state rules, and/or to states with independent DCOs where policy data is required for interstate experience ratings. Contact your DCO or IAIABC POC vendor if further clarification is needed. N/A: MI		

New Edits

Due to the applicability change, additional edits have been created to ensure quality data reporting.

Edit 35131

Email address of Insured must be reported. Email address of Producer/Agent must be reported if Producer/Agent is reported on the policy.

Edit 3531

Reported invalid email address for the Insured and/or Producer/Agent.