

November 18, 2005

CIRCULAR LETTER TO ALL MEMBER COMPANIES

RE: Electronic Reporting of Transaction  
Codes "08", "10", "14" "15" and "17"

The North Carolina Rate Bureau now has the ability to electronically process all transactions listed in the WCIO WCPOLS Manual (except transaction 16 which is not applicable in North Carolina). We will process transactions 01 (new), 02 (renewal), 03 (mid-endorsements), 05 (cancellations/reinstatements), 06 (Policy Replacement Due to Key Field Change), 08 (Policy Replacement due to Rating Change), 10 (Policy Replacement due to Non-Rating Change), 14 (Policy Replacement due to Miscellaneous Change/Non-Key Field), 15 (Policy Replacement due to Add/Delete State) and for assigned risk carriers only 17 (Noncompliance of Policy Terms and Conditions). The data file format requirements for electronic transmission are provided in the WCPOLS section of the WCIO Workers Compensation Data Specifications Manual. The manual can be located under the Products section at [www.wcio.org](http://www.wcio.org).

Carriers currently submitting electronic policy data (transactions 01, 02 and 05) should contact the North Carolina Rate Bureau for information regarding testing requirements for the additional transactions. Complete instructions for testing electronic policy submissions are located under the Publications section of the NCRB website at [www.ncrb.org](http://www.ncrb.org).

If you have any questions, please contact the NCRB Information Center at 919-582-1056 or at [wcinfo@ncrb.org](mailto:wcinfo@ncrb.org).

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-05-14