

February 25, 2009

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

Elimination of Hard Copy Policy Data

Circular Letter C-08-12 announced the elimination of hard copy policy data effective October 1, 2009. After careful evaluation, the North Carolina Rate Bureau has decided to approach the elimination of hard copy policy data as follows:

- Effective October 1, 2009, all new and renewal policies must be submitted electronically. Any hard copy new or renewal policies received after October 1, 2009 will be returned to the data provider for electronic submission.
- Endorsements, cancellations and reinstatements will continue to be accepted until July 1, 2010. Any hard copy endorsements, cancellations or reinstatements received after July 1, 2010 will be returned to the data provider for electronic submission.
- Effective October 1, 2009, a \$10.00 keying charge will apply to each hard copy cancellation or reinstatement received.

Data providers currently reporting hard copy policy data should contact the Industry Support Team at industrysupport@ncrb.org for information concerning electronic reporting. The Industry Support Team is available to work with carriers on an individual basis to ensure a smooth transition to electronic reporting.

Sincerely,

Sue Taylor

Director of Insurance Operations

ST:dg

C-09-6