



**Pennsylvania Compensation Rating Bureau**

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September 26, 2007

**BUREAU CIRCULAR NO. 1538**

To All Members of the Bureau (**SPECIAL ATTENTION OF CEOs**):

**IMPORTANT REMINDER**

**Re: EFFECTIVE JULY 1, 2008  
FUTURE DOCUMENT PROCESSING CHARGES FOR ENDORSEMENTS,  
CANCELLATIONS AND REINSTATEMENTS**

Bureau Circular No. 1525 announced future document processing charges for endorsements, cancellations and reinstatements, effective July 1, 2008. This reminder notice regarding these upcoming processing charges reproduces the text of Bureau Circular No. 1525 in its entirety.

Bureau Circular No. 1424 provided background on the reporting of policy information electronically and charges that would be incurred for those insurers continuing to report policy information in hard copy format after July 1, 2002. That incentive program applied processing charges only to paper policy documents.

The Governing Board of the Bureau recently approved a staff proposal to begin assessing processing charges for the hard copy equivalents of the following policy information transaction types:

<u>Transaction Type Code</u>	<u>Description of Transaction Type</u>
03	Endorsements
04	Annual Rerate Endorsements
05	Cancellations, Terminations and Reinstatements
06	Policy Replacement due to key field change
08	Policy Replacement due to rating change
10	Policy Replacement due to non-rating change
15	Policy Replacement due to add/delete state change
16	Coverage Notice

Under the approved program, hard copy submissions of the aforementioned policy transactions recorded at the Bureau **on or after July 1, 2008** will accrue a processing charge of \$10 per document.

These processing charges will provide an incentive to carriers to use the technology available to them for the submission of all policy related data. Carrier groups already submitting policy information electronically are encouraged to review the types of transactions being submitted by their company or companies, as **all** policy-related documents will be included in this filing fee program.

Any carrier group not currently reporting either its policy information or subsequent transactions electronically and interested in testing and submitting all policy data electronically should review the WCPOLS – Workers Compensation Policy Tape Reporting Specifications Manual available at [www.wcio.com](http://www.wcio.com) under the Products section. Carrier groups using PEEP – Policy Entry and Edit Program – to submit policy information electronically may access the user guide at [www.accct.org](http://www.accct.org). Should you require Bureau assistance, please contact Verna Blazys at (215) 320-4415 or [vblazys@pcrb.com](mailto:vblazys@pcrb.com).

Carriers not previously approved for the submission of subsequent policy transactions must complete testing with the Bureau in order to submit policy information electronically, regardless of whether the chosen method of transmission is WCPOLS or PEEP.

The Bureau will issue periodic subsequent circular announcements as reminders of this prospective implementation date so that carriers can take necessary steps to avoid future filing charges.

Any questions regarding this circular and the July 1, 2008 document processing charges should be directed to Betty Ann Campbell, Director, Rating Rules and Policy Reporting at (215) 320-4425 or [bcampbell@pcrb.com](mailto:bcampbell@pcrb.com).

Timothy L. Wisecarver  
President

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