

February 16, 2010

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation

Elimination of Hard Copy Policy Data

Attention: Data Reporting Personnel

Circular C-08-12 announced the Bureau's discontinuation of accepting hard copy new and renewal policies. Effective July 1, 2010, the Bureau will no longer accept hard copy endorsements, cancellations, or reinstatements. All hard copy policy data will need to be submitted to the North Carolina Rate Bureau electronically. Hard copy policy data received on or after July 1st will be returned to the data provider for further processing.

Data reporting providers are urged to complete testing of electronic reporting prior to the July 1st date. Information concerning electronic testing can be found in the following location: [Submitting Policy Data Electronically](#)

If you have any questions regarding electronic reporting or the elimination of hard copy reporting, contact the Industry Support Team at 919-582-1056 or help@ncrb.org.

Sincerely,

Sue Taylor

Director of Insurance Operations

ST:dg

C-10-3