



April 12, 2006

CIRCULAR LETTER TO ALL MEMBER COMPANIES

Re: Workers Compensation Insurance

Hardcopy Policy Keying Charge

Circular letter C-05-7 dated August 23, 2005 announced the implementation of a Hardcopy Policy Keying charge in the amount of \$50.00 per policy to be charged to those carriers submitting policy data in hardcopy format. The \$50.00 per policy charge will apply to all new and renewal hardcopy policies received on or after June 1, 2006.

The Bureau will generate a monthly summary invoice for each member carrier subject to charges. The monthly summary invoice will be mailed from our office by the 27th of each month and will include charges for the prior month. Charges will be included on a master invoice that will reflect all North Carolina Rate Bureau chargeable activity for the given period by line item (e.g. Assessments, Membership Fees, IDC penalties, Delinquent USR Fines, Policy Keying Charges, etc). The invoice generated in connection with the Hardcopy Policy Keying Charge will be mailed to the Assessment Statement address captured in our system.

Sincerely,

Sue Taylor

Director of Workers Compensation

ST:dg

C-06-9