



December 2, 2015

DCRB CIRCULAR NO. 911

To All Members of the DCRB:

IMPORTANT REMINDER

**RE: EFFECTIVE JANUARY 1, 2016
INCREASE IN POLICY DOCUMENT PROCESSING CHARGES**

DCRB Circular No. 908 announced future incremental increases in document processing charges for hardcopy policies, endorsements, cancellations and reinstatements. This reminder notice regarding upcoming changes to processing charges reiterates some of the key points in DCRB Circular No. 908 regarding how the elimination of hardcopy reporting will be accomplished.

- Effective **January 1, 2016**, hardcopy handling charges will be increased from \$50 to \$100 for policies, and from \$10 to \$50 for endorsements, cancellations and reinstatements.
- Effective **July 1, 2016**, hardcopy handling charges will be increased from \$100 to \$150 for policies, and from \$50 to \$100 for endorsements, cancellations and reinstatements.
- Effective **January 1, 2017** the DCRB will no longer accept hardcopy policy documents.

Any carrier group not currently reporting either its policy information or subsequent transactions electronically and are interested in testing and submitting all policy data electronically should review the Workers Compensation Policy Reporting Specifications Manual for WCPOLS available at www.wcio.com. Carriers may also use the new Policy Data Manager (PDM) to create policy transactions for submission of policy data directly to the DCRB. Information related to PDM is available on the DCRB website at www.dcrb.com under the *Data Reporting* section.

Please direct any questions as follows:

- Betty Ann Campbell, Director, Rating Rules and Policy Reporting at (215) 320-4425 or bcampbell@pcrb.com - regarding upcoming processing charges for hardcopy policy documents.
- Maela Adao, (215) 320-4401, or madao@pcrb.com – for electronic reporting and use of the WCPOLS reporting standards.
- Central Support at (215) 320-4933 or centralsupport@pcrb.com – on the use of PDM.

William V. Taylor
President