

SPECIAL ATTENTION: RATE FILING PERSONNEL

October 15, 2003

To: ALL ASSOCIATION MEMBERS

Circular Letter No. 03-1408

RE: MINNESOTA FILING PROCEDURES MANUAL — 2004 EDITION

The Minnesota Department of Commerce has approved the 2004 edition of the *Minnesota Filing Procedures Manual* to be used in preparing all workers' compensation filings with effective dates on or after January 1, 2004.

Carriers who wish to write Workers' Compensation Insurance in Minnesota must first be licensed in this state and be members of MWCIA. As a Data Service Organization, MWCIA is responsible for filing the statistical and rating plans including classification definitions and amendments to the plans or definitions that are used by carriers for their workers' compensation rate filings in Minnesota. The purpose of the *Minnesota Filing Procedures Manual* is to assist carriers in their rate filings by providing membership with a specific reference tool that clarifies the rules and statutes that affect the writing of workers' compensation policies in Minnesota. The *Minnesota Filing Procedures Manual* was designed as a companion document with the Minnesota Department of Commerce's annual filing instructions bulletin. The purpose of the above filing is to revise the current *Minnesota Filing Procedures Manual* to incorporate changes to the filing procedures identified in Commerce's Bulletin 2003-3.

Before preparing your company's 2004 rate filing package, please review the 2004 edition of the *Minnesota Filing Procedures Manual* along with Commerce's Bulletin 2003-3. In addition to updated date references and updated form versions, special attention should be paid to the following areas:

- ◆ WHAT CARRIERS FILE
- ◆ Special Comp. Fund Assessment Surcharge
- ◆ Terrorism Risk Insurance Act Surcharge
- ◆ Schedule Rating Plan Credits/Debits
- ◆ Deductible Programs – versus – Other Programs
- ◆ Timing Requirements for Filing Review/Approval with 'Tips'
- ◆ New Email Submission Capability
- ◆ 60 Day Advance Notice to Policyholders for all Rate Increases

Please note that NCCI's *Filing Guide for Rates and Forms Manual* is not an approved document in Minnesota and all references to Minnesota within this NCCI document should be disregarded.

A copy of the 2004 edition of the *Minnesota Filing Procedures Manual* is available on MWCIA's website at www.mwcia.org. Should you have any questions regarding this filing, please contact Marie Johnson at 952.897.6410 or email her at marie.johnson@mwcia.org.

A NOTICE TO MEMBERSHIP:

The Minnesota Department of Commerce requests that MWCIA remind its members that the above filing only applies automatically to insurance companies who have filed a Limited Power of Attorney agreement with our Commerce Department. A properly executed Limited Power of Attorney authorizes MWCIA to make filings on behalf of individual insurance companies. Any insurance company who has not filed a Limited Power of Attorney must independently submit the changes represented in each filing item to the Minnesota Department of Commerce for their approval.