

SPECIAL ATTENTION – RATE FILING STAFF

August 20, 2004

ALL ASSOCIATION MEMBERS

Circular Letter No. 04-1427

Re: Minnesota Filing Procedure Changes and Clarifications - 2005

The Minnesota Department of Commerce recently released its annual bulletin describing the revised filing procedures to be followed by all licensed Minnesota carriers when preparing their workers' compensation filings for 2005. By following the procedures set forth in this bulletin, carriers can expedite the handling of their filings. Please note that Commerce Bulletin 2004-3 contains changes as well as clarifications concerning specific filing procedures. All items with significant language changes are highlighted in yellow. These items include:

- 3. **Electronic Filings**
- 4. **Transmittal Forms and Filing Fees**
- 5. **Filing Timeline**
- 7.j. **Basic Schedule of Rate Filings**
- 11.b. **Large Deductible Plans**
- 14. **M.S. 79.56, Subd. 3(b)**

In addition to the areas Commerce has highlighted, MWCIA staff would like to draw membership's attention to the following items:

- 6. **Special Compensation Fund Assessment**
- 8. **Schedule Rating Plans**
- 9.b. **Additional Credits – Managed Care**
- 16. **Cancellation for Nonpayment of Premium**

When preparing your filings, please advise the appropriate departments within your company to update your systems to comply with the newest versions of all forms and documents referenced in Bulletin 2004-3. **Further, please note that MWCIA's 2005 Annual Ratemaking Report is scheduled for release on August 20th. Carriers are cautioned not to file rate changes for 2005 based on the 2004 Ratemaking Report.**

A copy of the Department of Commerce Bulletin 2004-3 is available on Commerce's website at www.commerce.state.mn.us. The Department of Commerce Bulletin 2004-03 is also located directly on the MWCIA website at www.mwcia.org under the "What's New" column on the website home page. Simply click onto the item entitled MN Department of Commerce Bulletin 2004-3 to view the Bulletin.

Should you have any questions or need further information concerning this bulletin, please contact Tammy Lohmann, Chief Workers' Compensation Analyst, at 651-296-2327, or by emailing her at tammy.lohmann@state.mn.us.