

SPECIAL ATTENTION: RATE FILING PERSONNEL

October 14, 2004

To: ALL ASSOCIATION MEMBERS

Circular Letter No. 04-1433

RE: **MINNESOTA FILING PROCEDURES MANUAL — 2005 EDITION**

The Minnesota Department of Commerce has approved the 2005 edition of the ***Minnesota Filing Procedures Manual*** to be used in preparing all workers' compensation filings with effective dates on or after January 1, 2005.

Minnesota law requires all carriers wishing to write workers' compensation insurance in this state to be licensed in Minnesota and members of MWCIA. As a Data Service Organization, MWCIA is responsible for the filing of 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 MWCIA members with specific reference tools that clarify the rules and statutes that affect writing workers' compensation policies in Minnesota. The ***Minnesota Filing Procedures Manual*** is designed as a companion document with the Minnesota Department of Commerce's annual filing instructions bulletin. The 2005 edition of the ***Minnesota Filing Procedures Manual*** updates this manual to incorporate changes to the filing procedures identified in the Commerce's Bulletin 2004-3. [Please Note: ***NCCI Filing Guide for Rates and Forms Manual*** is not approved for use in Minnesota and should not be used to prepare Minnesota filings.]

It is the recommendation of MWCIA staff that each member carrier review the 2005 edition of the ***Minnesota Filing Procedures Manual*** and Commerce Bulletin 2004-3 prior to preparing a 2005 rate-filing package for Minnesota. In reviewing the 2005 edition, special attention should be given to the following sections:

- ◆ Filing Methods
 - Electronic Filings using MWCIA's *improved* RFA program
 - Electronic Filings using NAIC's SERFF program
 - Manual Hardcopy Filings
- ◆ Filing Fees
 - Filing Types & Fees Listed
 - New MWCIA Filing Fee Advancement Program Available
- ◆ Tips for Combining Multiple Filings
 - How to avoid approval delays
 - When to combine filings –vs- When to file items separately
- ◆ Tracking Instructions
 - Large Deductible Programs
 - LRARO's

A copy of the 2005 edition of the ***Minnesota Filing Procedures Manual*** is available on MWCIA's website at www.mwcia.org on the left-hand margin under *Minnesota Manuals*. Please email any questions you may have regarding this filing to our office in care of marie.johnson@mwcia.org.