

**Special Attention: Policy Issuing Office**

November 30, 2004

**ALL ASSOCIATION MEMBERS**

Circular Letter 04-1436

**RE: Paper Submission of Policy Data — Increased Fee Announcement**

Over the past several years MWCIA, in collaboration with other data collection organizations, has continued to focus its efforts on the development and/or enhancement of software tools that support the transferring of policy data electronically to MWCIA as opposed to submitting data manually. With the introduction of CDX, member carriers have an additional cost-effective and efficient option for submitting policy data to MWCIA electronically using an automated system. As electronic submissions have become more widely accepted throughout the industry, the number of member carriers submitting policy data electronically in Minnesota continues to increase.

MWCIA will continue to support the manual entry of policy data for those members who make a business decision to report data in this manner. Since the majority of Minnesota's carriers are now reporting policy data electronically, it is appropriate at this time, for MWCIA to increase the fee for manual entry of policy data to a level that is more in line with the services provided.

At the October 21, 2004 Board of Directors' meeting, MWCIA's Board approved increasing the handling fee for member carriers submitting policy data in hardcopy format from \$12.00 to \$25.00 for each new and renewal policy submitted. These increases will apply to policy data reported manually and submitted to MWCIA on or after January 1, 2005.

Any questions or comments regarding this matter should be directed to Kathleen Peterson, Director of Operations at 952.897.6420 or by email at [kathleen.peterson@mwcia.org](mailto:kathleen.peterson@mwcia.org).