

**SPECIAL ATTENTION: RATE FILING STAFF**

September 1, 2005

**ALL ASSOCIATION MEMBERS**

Circular Letter No. 05-1464

**RE: Minnesota Filing Procedure Changes and Clarifications - 2006**

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 2006. By following the procedures set forth in this bulletin, carriers can expedite the handling of their filings. Please note that Commerce Bulletin 2005-5 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 Filings Fees**
- 5. Filing Timeline**
- 7. Basic Schedule of Rates filings**
- 11. Large Deductible Plans**
- 14. Minnesota Statute §79.56, Subd. 1(b)**

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 2005-5. **The MWCIA's 2006 Ratemaking Report is available on our website at [www.mwcia.org](http://www.mwcia.org).**

MWCIA staff is currently working on the **2006 Minnesota Filing Procedures Manual**. A circular letter will be issued once this manual has been released.

A copy of the Department of Commerce Bulletin 2005-5 is available on Commerce's website at [http://www.state.mn.us/mn/externalDocs/Commerce/Bulletin\\_20055\\_080505014658\\_Bulletin2005-5.pdf](http://www.state.mn.us/mn/externalDocs/Commerce/Bulletin_20055_080505014658_Bulletin2005-5.pdf).

The Department of Commerce Bulletin 2005-5 is also located directly on the MWCIA website at [www.mwcia.org](http://www.mwcia.org) under the "What's New" column on the home page. Simply click onto the item entitled "MN Department of Commerce Bulletin 2005-5" 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](mailto:tammy.lohmann@state.mn.us)