



Minnesota Workers' Compensation
Insurers Association, Inc.
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SPECIAL ATTENTION: RATE FILING PERSONNEL

December 5, 2005

ALL ASSOCIATION MEMBERS

Circular Letter No. 05-1473

RE: MINNESOTA FILING PROCEDURES MANUAL — 2006 EDITION

The Minnesota Department of Commerce has approved the 2006 edition of the ***Minnesota Filing Procedures Manual*** to be used in preparing all workers' compensation filings with effective dates on or after January 1, 2006.

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 2006 edition of the ***Minnesota Filing Procedures Manual*** updates this manual to incorporate changes to the filing procedures identified in Commerce's Bulletin 2005-5. **[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 Commerce Bulletin 2005-5 and the 2006 edition of the ***Minnesota Filing Procedures Manual*** prior to preparing a 2006 rate-filing package for Minnesota. The following list highlights areas MWCIA's staff wishes to draw member carriers' special attention to:

- ◆ Filing Instructions – NEW & EXPANDED SECTION
 - Filing Methods (page 9)
 - Filing Fees (page 8)
 - Filing Timeline (page 10)
- ◆ Major Changes
 - LRARO & Non-LRARO rule & fee changes
 - RFA & SERFF enhancements
 - Tracking Instructions
- ◆ Tips to Avoid Filing Delays
 - How to avoid approval delays
 - When to combine filings – vs – When to file items separately
 - Filing Effective Date Determination
 - Multiple Filing Combination Problems
 - Timeline (impact of Electronic Filing)

A copy of the 2006 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.