

**SPECIAL ATTENTION – RATE FILING STAFF**

September 7, 2006

**ALL ASSOCIATION MEMBERS**

Circular Letter No. 06-1491

**Re: Minnesota Filing Procedure Changes and Clarifications - 2007**

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 2007. By following the procedures set forth in this bulletin, carriers can expedite the handling of their filings. Please note that Commerce Bulletin 2006-4 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**
- 6. Special Compensation Fund Assessment**
- 7.a. Basic Schedule of Rate Filings**

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 2006-4.

A copy of the Department of Commerce Bulletin 2006-4 is available on Commerce's website at [www.commerce.state.mn.us](http://www.commerce.state.mn.us). The Department of Commerce Bulletin 2006-04 is also located directly on the MWCIA website at [www.mwcia.org](http://www.mwcia.org) under the "What's New" column on the website home page. Simply click on the item entitled MN Dept. of Commerce Bulletin 2006-4 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).