

Special Attention: Policy Issuing Office

February 26, 2009

ALL ASSOCIATION MEMBERS

Circular Letter 09-1549

RE: Reminder- Handling Charge for Paper Submission of Cancellations and Reinstatements

On November 19, 2008 the Minnesota Workers' Compensation Insurers Association, Inc. (MWCIA) issued Circular Letter 08-1543 announcing that effective July 1, 2009, a \$12.00 per transaction handling fee will be charged for any policy cancellation or reinstatement data that is submitted to MWCIA in a paper format.

For further details, refer to Circular Letter 08-1543 located on the MWCIA website at www.mwcia.org.

As a reminder, information and instructions about the electronic processing of cancellations and reinstatements can be found on MWCIA's website at www.mwcia.org under Carrier Electronic Reporting Requirements/WCPOLS Testing.

Please keep in mind that carriers must receive prior approval before they can begin submitting electronic cancellations and/or reinstatements to MWCIA for processing.

If your company would like to begin testing electronic processing of cancellations and reinstatements with MWCIA or if you have any questions regarding this matter, please contact Kim LaHoud in our Electronic Policy Processing Department at 952.897.6412 or by email to kim.lahoud@mwcia.org.