



June 6, 2016

DCRB CIRCULAR NO. 917

To All Members of the DCRB:

IMPORTANT REMINDER

**RE: EFFECTIVE JULY 1, 2016
INCREASE IN POLICY DOCUMENT PROCESSING CHARGES**

DCRB Circular No. 911 and 908 announced incremental increases in document processing charges for hardcopy policies, endorsements, cancellations and reinstatements. This reminder notice regarding the upcoming change to processing charges reiterates the key points regarding how the elimination of hardcopy reporting will be accomplished.

- Effective **July 1, 2016**, hardcopy handling charges will be increased from \$100 to \$150 for policies, and from \$50 to \$100 for endorsements, cancellations and reinstatements.
- Effective **January 1, 2017** the DCRB will no longer accept hardcopy policy documents.

Any carrier group not currently reporting either its policy information or subsequent transactions electronically and are interested in testing and submitting all policy data electronically should review the Workers Compensation Policy Reporting Specifications Manual for WCPOLS available at www.wcio.com. Carriers may also use the new Policy Data Manager (PDM) to create policy transactions for submission of policy data directly to the DCRB. Information related to PDM is available on the DCRB website at www.dcrb.com under the *Data Reporting* section.

Questions regarding processing charges for hardcopy policy documents should be directed to Betty Ann Campbell, Director, Rating Rules and Policy Reporting at (215) 320 – 4425 or bcampbell@dcrb.com. Questions on electronic reporting using the WCPOLS reporting standards should be addressed to Maela Adao, (215) 320 – 4401, or madao@dcrb.com. Questions regarding PDM should be directed to Central Support at (215) 320-4933 or centralsupport@dcrb.com.

William V. Taylor
President

Remember to visit our web site at www.dcrb.com for more information about this and other topics.