



## Pennsylvania Compensation Rating Bureau

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Page 1 of 4

### **ANNUAL CALLS FOR EXPERIENCE UPDATE - PENNSYLVANIA**

The Pennsylvania Insurance Department mailed a letter on February 28, 2001 requesting that carriers access the Pennsylvania Insurance Department's web site, <http://www.insurance.state.pa.us> (Reflects change announced in March 30, 2001 Annual Calls Update), under the "What's New" section, for a link to information regarding the reporting of the Special Schedule "W" for 2000. Carriers that do not have Internet access or electronic mail capabilities, are required to contact Brenna Murphy at (717) 783-2114.

The link will give carriers the following information for the Special Schedule "W" for 2000:

- Schedule "W" Cover Letter
- General Instructions
- Table of Contents
- Cover Page
- Sample Key Package
- Instructions for Considerations Affecting Data
- Questionnaire
- Reporting Template

#### **Changes to Schedule "W"**

**Beginning this year, the 2000 Schedule "W" submissions should be returned via electronic mail.** Submissions sent via electronic mail for each carrier or group should take the form of a single mailing with several attachments (e.g., the Cover Page, Questionnaire, Reporting Template, Considerations Affecting Data) as described in the Schedule "W" instructions.

**One submission should be sent to the Pennsylvania Insurance Department no later than April 16, 2001.** For carriers with electronic mail capabilities, send the submission to: [brmmurphy@state.pa.us](mailto:brmmurphy@state.pa.us) (Reflects change announced in March 30, 2001 Annual Calls Second Update)

Per the Insurance Department instructions, carriers without electronic mail capabilities, send the submission to:

Commonwealth of Pennsylvania, Insurance Department  
Office of Rate and Policy Regulation  
1311 Strawberry Square  
Harrisburg, PA 17120

In the interest of consistency, the PCRB will now also accept Schedule "W" submissions via electronic mail, without the necessity to also submit a hardcopy of the document. **Another submission should therefore be sent to the Pennsylvania Compensation Rating Bureau no later than April 16, 2001.** For carriers with electronic mail capabilities, send the submission to: [dp@pcrb.com](mailto:dp@pcrb.com) (Reflects change announced in March 30, 2001 Annual Calls Second Update)

Per the Insurance Department instructions, carriers without electronic mail capabilities, send the submission to:

Pennsylvania Compensation Rating Bureau  
Attn: Actuarial Department  
Widener Building, 6<sup>th</sup> Floor  
One South Penn Square  
Philadelphia, PA 19107

Note, Schedule "W" resubmissions should not be necessary, however, if they are, resubmit a Schedule "W" Cover Page and entire template, including all the unchanged information, via electronic mail to the Insurance Department and the PCRB as soon as possible.

Since the Schedule W's received electronically will not be accompanied by a transmittal letter, the Bureau will issue an electronic mail confirming the date that we received the Schedule "W" and its appropriate attachments. This electronically mailed confirmation receipt should be retained as proof of receipt in the event of a carrier appeal.

#### **Data Page Changes to Schedule "W"**

As anticipated, and described in the PCRB's mailing of January 31, 2001, Schedule "W" has been expanded to include additional policy years of data in Sections A - E. The changes described at that time were:

- Sections B & C will expand to show 25 columns and include policy years "1979 and prior" through policy year 2000.
- Sections D & E will add three columns and show policy years 1990 through policy year 2000. This requires Policy Year 1990 and Policy Year 1991 to be shown in two separate columns whereas last year the data was shown in one column, policy year "1991 and prior".

#### **Changes to Call #5 - 2000 Calendar Year Reconciliation Report**

The data collected in Call #5 remains unchanged from the version distributed on January 31, 2001. However, the Bureau is allowing for an alternative method of submitting Call #5 as described below. Accordingly, some of the instructions and layout of Call #5 have been amended to address the two acceptable methods of submitting Call #5.

In the past the Bureau required all original submissions of Call #5 to be submitted in a paper format. **Beginning this year, the Bureau will accept original submissions (as well as resubmissions) of Call #5 via electronic mail.** To facilitate this process, Call #5 is now available on the Bureau's web site ([www.pcrb.com](http://www.pcrb.com)) in an Excel format which can be downloaded to your PC for completion.

Since the Call #5 forms are in an .xls format, you may directly enter the data for each page of Call #5 into the Excel template. The Call #5 template layout is identical to the hardcopy version

of the call. The workbook contains 10 worksheets. The first two worksheets represent transmittal letters and the last eight worksheets represent the actual eight data pages of the Call #5. Please do NOT alter the Call #5 template in any way. Enter data only into the unprotected areas of the worksheet. Some amounts will be calculated directly from the data you enter. If those amounts appear incorrect, contact the Bureau for assistance. Please do not alter the formulas without permission.

Please do NOT use the symbol "NA" in the cells. If the information does not apply to you, leave it blank or place a zero in the cell instead. Space has been provided within each worksheet to explain any differences between Schedule "W" and the Bureau Calls. If additional space is needed to explain your differences, please send an additional attachment via electronic mail, facsimile or regular mail. The Call #5 submission will not be considered complete until the additional attachment is received.

Since Call #5 can be submitted in an Excel format, Page 8 no longer requires a signature but rather requires that you place an "X" in a check box indicating whether you agree or disagree that the data used to complete the Financial Calls and Schedule "W" documents for 2000 is consistent and comparable.

When Call #5 is received electronically, the Bureau will issue an electronic mail to the carrier confirming the date that we received the Call #5. This receipt should be retained as proof of receipt in the event of a carrier appeal.

For carriers with electronic mail capabilities, you may send the Call #5 Excel file with all eight pages completed to:  
[dp@pcrb.com](mailto:dp@pcrb.com) (Reflects change announced in March 30, 2001 Annual Calls Second Update)

For carriers without electronic mail capabilities, a complete paper submission (i.e., all eight pages) of Call #5 should continue to be sent to:

Pennsylvania Compensation Rating Bureau  
Attn: Actuarial Department  
Widener Building, 6<sup>th</sup> Floor  
One South Penn Square  
Philadelphia, PA 19107

### **Changes to the Pennsylvania Financial Data Incentive Program**

The above changes (i.e., allowing for the electronic submission of Schedule "W" and Call #5) have necessitated language changes in the interest of clarity with regards to the new submission procedures of Schedule "W" and Call #5. **Accordingly, we have enclosed a revised 2000 Pennsylvania Financial Data Incentive Program.** Note, that the policy year expansion of Schedule "W" was anticipated in the PCRB's January 31, 2001 release and therefore all basic or actuarial edits remain unchanged from that release.

Please note, copies of the Calls and the Financial Data Incentive Program are also available on the Bureaus' web sites at <http://www.pcrb.com>.