



**THE WORKERS' COMPENSATION  
RATING AND INSPECTION BUREAU**

June 27, 2003

**CIRCULAR LETTER NO. 1923**

**To All Members and Subscribers of the Bureau:**

**Increase in the Fee for Copies of Experience Rating Modification Worksheets**

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The Workers Compensation Rating and Inspection Bureau provides copies of experience rating modification worksheets to the current coverage provider and to the employer without charge. All other requesters of the experience rating modification worksheet, including agents and other carriers, must first obtain from the employer a letter authorizing the release of the experience rating modification worksheet. This letter is referred to as a "Letter of Authority". The requirements for this letter are contained on page AA-2 of the Massachusetts Workers Compensation & Employers Liability Insurance Manual. The manual can be located on the Bureau's web site. The fee, for providing a copy of the experience rating modification worksheets to others with the employer's authority, has been \$2.50 for more than twenty five years.

The Governing Committee of the Workers Compensation Rating and Inspection Bureau of Massachusetts recently approved an increase in the fee from \$2.50 to **\$10.00** for each copy of an experience rating modification worksheet provided to others with the employer's authority. The experience rating modification factors will remain available via our web site to agents, employers and carriers free of charge. The fee increase is effective with requests received on or after October 1, 2003.

In addition to the fee increase, the WCRIB is introducing some procedural changes. As of August 1, 2003, individual payments accompanying letters of authority will no longer be accepted. All requestors of experience rating modification worksheets will be billed at the end of each quarter for the worksheets distributed during the quarter. Any accumulated costs of less than \$50.00 will be rolled to the next quarter to avoid small invoice amounts.

Billing of these costs instead of prepayment has been successfully implemented with member carriers and many agents, administrators and risk managers. For the past 3 months individual requestors have been advised to set up an account with the WCRIB. This process will continue. Beginning on August 1<sup>st</sup>, individual payments will be returned with the worksheet, and the cost of the worksheet will be billed. If an account has not been set up, we will use information from the request and/or payment check to set up an account.

**THE WORKERS' COMPENSATION RATING & INSPECTION BUREAU OF MASSACHUSETTS**

101 ARCH STREET·5<sup>TH</sup> FLOOR, BOSTON, MASSACHUSETTS 02110-1103

(617) 439-9030, FAX (617) 439-6055, [www.wcribma.org](http://www.wcribma.org)

Attached is a form that can be completed to set up an account for billing purposes. Only agencies, administrators or risk managers that have not previously set up an account need to complete and submit the form.

Questions should be directed to Sandra Alexander at [salexander@wcribma.org](mailto:salexander@wcribma.org).

Sheila Annis  
VP, Data Operations



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RATING AND INSPECTION BUREAU**

**To Whom It May Concern:**

The Bureau is in the process of updating its billing procedures to various vendors. As part of that process, we will no longer accept individual checks that are sent with letters authorizing copies of experience rating modification worksheets. To eliminate time spent in processing and recording individual payments, the Bureau is transitioning to a system of subsequent billing for copies of experience rating modification worksheets. At this time we are billing quarterly.

If your organization has not set up an account to be billed for experience rating modification worksheets, please fill in the information on the form below and return it to Sandra Alexander in the Data Operations Department.

Thanking you in advance for your cooperation.

*Data Operations*

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Invoice  
Contact: \_\_\_\_\_

Agency/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**The Workers' Compensation Rating and Inspection Bureau of Massachusetts**

101 ARCH STREET • 5TH FLOOR • BOSTON, MA 02110  
617-439-9030 • FAX 617-439-6055 • [www.wcribma.org](http://www.wcribma.org)