



January 10, 2020

CIRCULAR LETTER NO. 2359

To All Members and Subscribers of the WCRIBMA:

MANAGE OWNERSHIP WEB-BASED TOOL

The Workers' Compensation Rating & Inspection Bureau of Massachusetts (WCRIBMA) is pleased to announce that the Manage Ownership tool is now available under the Tools & Services section of the WCRIBMA's website, www.wcribma.org.

Manage Ownership is a web-based software application that allows an employer, or a producer who is authorized by the employer, to complete and submit the WCRIBMA Request for Ownership Information Form (ERM Form) electronically to the WCRIBMA through our website.

The workers' compensation policy requires that an insured report an ownership change to its insurance carrier in writing within 90 days of the change. Ownership information is used to assist in policy writing and calculating the related employers' experience ratings and resulting premiums. The Manage Ownership tool will provide the insured with a PDF copy of a completed ERM Form that the insured can then submit to its insurance company.

Any questions on the Manage Ownership tool should be directed to Mary Travers at 617-646-7582 or Buffy Bush at 617-646-7508.

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