



October 18, 2024

**CIRCULAR LETTER NO. 2439**

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

**DEPARTMENT OF INDUSTRIAL ACCIDENTS – ONLINE ACH DEBIT  
PAYMENTS – NEW PAYMENT VENDOR INFORMATION**

The Department of Industrial Accidents (DIA) has asked us to alert carriers of a change to the DIA Assessment remittance process.

Effective **November 1, 2024**, the Office of Insurance will be moving to a new payment platform. As such, all assessment payments made by ACH debit must be made using the new payment platform.

Attached is the Office of Insurance's Administrative Bulletin dated October 15, 2024, announcing the new payment vendor information.

Any questions should be directed to Nancy Moran, [nancy.j.moran@mass.gov](mailto:nancy.j.moran@mass.gov) or Aalana Feaster, [aalana.feaster@mass.gov](mailto:aalana.feaster@mass.gov).

DANIEL M. CROWLEY, CPCU  
Vice President – Customer Services

Attachment



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF INDUSTRIAL ACCIDENTS

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**Administrative Bulletin**  
**ACH Debit Payments Changes**

To: All Interested Parties  
From: Office of Insurance  
Re: Online ACH Debit Payments – New Payment Vendor Information  
Date: October 15, 2024

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Effective **November 1, 2024**, the Office of Insurance will move to a new payment platform. As such, all assessment payments made by ACH debit must be made online using the Catalis nCourt (nCourt) payment platform.

The new payment link can be found at [DIA Online Services | Mass.gov](#).

- The payment link will be available as it is now, and users will be redirected to the new payment site. The site will have a different look when choosing the online filing, and clicking 'Submit Payment by ACH Debit' from the confirmation page, or, when the site is accessed by using the [DIA Online Services | Mass.gov](#) link. Once on the DIA Online Services page, scroll to the middle of the page under the header "**All other tasks**", and **select "Pay Assessment."**

Below are a few tips that will simplify the new nCourt payment process:

- The Originator ID has changed, and your bank will need to be notified of this change. The nCourt Originator ID is **0010397407**.
- Forward this payment change notification to the correct person within your organization.
- Electronic Check/ACH is the same as ACH Debit.
- The new payment site also offers a credit card option, however, there is a processing fee of 2.39%. The fee **will** be added to your bill.
- There are no fees associated with Paying by ACH Debit.
- Disable the "old" Fiserv link if you have bookmarked it on your computer.

As a reminder, the new template must be used and can be found on the DIA website using the following link: : <https://www.mass.gov/service-details/dia-assessment-forms>.

The instructions are also available on the DIA website: <https://www.mass.gov/doc/cl-350-revised-assessment-filing/download>.

With the payment submission, please include the invoice for the quarter being paid. Two separate payments are required, one for the Special Fund and the other for the Private Fund. If you pay by ACH Debit, please use Originator ID 0010397407 for both the Special Fund and the Private Fund payments.

If making a payment by ACH Credit, please use the sequence below to ensure that payments are correctly applied to the accounts:

**TXP\*InvoiceNumber\*NAIC\*PaymentDate\*PF(or SF)\*PaymentAmount\*Form\*0**

Kindly note, checks are not accepted, and all submissions must be done online. Incomplete and late forms will be considered delinquent and subject to a fine of \$250.00 or 5%, whichever is greater.

Should you need assistance or have questions, please contact Nancy Moran, [nancy.j.moran@mass.gov](mailto:nancy.j.moran@mass.gov) or Aalana Feaster, [aalana.feaster@mass.gov](mailto:aalana.feaster@mass.gov).

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