



Minnesota Workers' Compensation
Insurers Association, Inc.
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SPECIAL ATTENTION — RATE FILING STAFF

August 27, 2003

ALL ASSOCIATION MEMBERS

Circular Letter No. 03-1404

RE: Minnesota Filing Procedure Changes and Clarifications — 2004

The Minnesota Department of Commerce recently released its annual bulletin describing the revised filing procedures to be followed by all licensed Minnesota carriers when preparing their workers' compensation filings for 2004. By following the procedures set forth in this bulletin, carriers can expedite the handling of their filings. Please note that Commerce Bulletin 2003-3 contains changes as well as clarifications concerning specific filing procedures. A new feature in this year's bulletin is the yellow highlighting of all items with significant language changes. These items include:

2. **Items for which separate filings are required**
3. **Electronic Filings**
6. **Basic Schedule of Rate Filings**
9. **Deductibles**
10. **Large Deductible Plans**
12. **Form Filings**
13. **M.S. 79.56, Subd. 3(b)**
14. **Excess Workers' Compensation Insurance**

In addition to the areas Commerce has highlighted, MWCIA staff would like to draw membership's attention to the following items:

4. **Filing Timeline**
5. **Special Compensation Fund Assessment**
7. **Schedule Rating Plans**
15. **Cancellation for Nonpayment of Premium**

When preparing your filings, please advise the appropriate departments within your company to update your systems to comply with the newest versions of all forms and documents referenced in Bulletin 2003-3. **Further, please note that MWCIA's 2004 Annual Ratemaking Report is scheduled for release on August 20th. Carriers are cautioned not to file rate changes for 2004 based on the 2003 Ratemaking Report.**

A copy of the Department of Commerce Bulletin 2003-3 is available on Commerce's website at www.commerce.state.mn.us or by linking to them via MWCIA's website at www.mwcia.org. Should you have any questions or need further information concerning this bulletin, please contact Tammy Lohmann, Chief Workers' Compensation Analyst, at 651.296.2327 or by emailing her at tammy.lohmann@state.mn.us.