Department of Business Regulation
Insurance Division
1511 Pontiac Avenue, Bldg. 69-2
Cranston, Rhode Island 02920

Insurance Bulletin Number 2008-9

Workers' Compensation Reporting Requirements to the Department of Labor & Training

The Department of Business Regulation issues this bulletin to remind insurance companies of their obligations pursuant to R.I. Gen. Laws § 28-36-12. This Bulletin supplements Insurance Bulletins 2003-5, 2003-19, 2005-3 and 2006-3.

R.I. Gen. Laws § 28-36-12 requires insurance companies to report workers' compensation policy issuance, cancellation and failure to renew information to the Department of Labor and Training ("DLT"). The Workers' Compensation Division of DLT requires insurance carriers to report this information electronically to DLT. Electronic reporting as of 5/1/08 is through National Council on Compensation Insurance ("NCCI") as agent for DLT. Effective July 8, 2008 notice of the issuance of a policy must be made within 5 (five) days of the effective date. Cancellations or nonrenewals must be reported immediately and are not effective until received by DLT. The employer's RI Unemployment Number is required when reporting policy information. See the DLT web site at www.dlt.ri.gov/wc under "report policy information" for more details on this requirement.

The Department has been informed by DLT that insurers have been found in violation of R.I. Gen. Laws § 28-36-12 and have been fined accordingly. **Insurers that fail to comply with the reporting requirements are subject to a penalty of $250 per offense.** Additionally, any insurance company that willfully fails to notify DLT as required by R.I. Gen. Laws § 28-36-12 shall be subject to prosecution for a misdemeanor.

Questions regarding electronic reporting should be directed to NCCI at 1-800-622-4123 or email customer_service@ncci.com. Questions for DLT may be directed to 401-462-8100 option #4.

Joseph Torti, III
Associate Director and Superintendent of Insurance
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