

NEW CARRIER FILING REQUIREMENTS

This communication is intended as a quick reference tool for first time rate filers in Minnesota [ie. newly licensed workers' compensation carriers]. Where appropriate, Statutory references are provided in brackets next to items. For complete instructions on how to submit a rate filing in Minnesota, please refer to the Commerce Department's Bulletins on workers' compensation filing procedures which are available via MWCIA's link to the Minnesota Commerce Department's website.

The information below lists forms required by statute and items contained in MWCIA Manuals that are either advisory items or require carriers to choose between several options:

❖ Limited Power of Attorney (LPOA)

- optional but preferred

❖ Forms:

- Information Page
- Deductible Brochure
 - **Minn. Stat. §79.081, subd. 1**
- Safety Program Notice
 - **Minn. Stat. §79.085**

❖ Basic Manual:

- Premium Discount Tables [**Appendix AA**]
- Short Rate Cancellation [**Appendix AB1 or AB2-4**]
- Pro-Rata Cancellation [**Appendix AB5**]
- Increased Limits Percentages [**Appendix AC1 & AC3**]
- Small Deductible Plan [**Minn. Stat. §79.081**]
- Schedule Rating Plan [optional]
- Retrospective Rating Parameters
 - State & Hazard Group Differentials
 - Excess Loss Pure Premium Factors
 - Loss Elimination Ratios

Please Note: All rate filings must be submitted electronically using SERFF and SERFF's EFT System. For information on subsequent rate filings, refer to the Commerce Department's Bulletins on workers' compensation filing procedures . For information on filing obligations with MWCIA, refer to Minnesota's Manuals and your carrier membership packet.