



Minnesota Workers' Compensation
Insurers Association, Inc.
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SPECIAL ATTENTION — UNDERWRITING

July 17, 2003

ALL ASSOCIATION MEMBERS

Circular Letter 03–1403

RE: New Minnesota Forms Manual

The Minnesota Department of Commerce has approved the **Minnesota Forms Manual** effective November 1, 2003 for use in writing workers' compensation policies in Minnesota. The **Minnesota Forms Manual** was created to provide workers' compensation carriers with a comprehensive set of standard policy forms and endorsements approved for use in the State of Minnesota.

All of the forms in the **Minnesota Forms Manual** may be used at the current time. An individual carrier is not required to file any of these forms with the Minnesota Commerce Department prior to using them in Minnesota. Effective November 1, 2003 the forms in this **Manual** will be the exclusive coverage forms available for use in Minnesota.

Carrier specific rating plan forms or endorsements are not included in this **Manual**. Those forms and endorsements must continue to be filed for approval by each carrier with the Minnesota Department of Commerce prior to their use.

The **Minnesota Forms Manual** is modeled after the NCCI policy forms. In order to assist carriers in identifying differences in language or usage between the **Minnesota Forms Manual** and the NCCI forms, the **Manual** forms and notes are color coded to identify such differences. Throughout the **Manual**, Minnesota exceptions are highlighted in YELLOW, while notes and comments that do not apply in Minnesota are highlighted in PINK. Each carrier should review these forms and endorsements to determine the appropriateness of a particular form or endorsement in Minnesota. Remember YELLOW highlighting means it applies in Minnesota while PINK highlighting means it does not apply in Minnesota.

The new **Minnesota Forms Manual** will be available on MWCIA's website by July 18, 2003. While it is anticipated that these forms will not require any system changes for most carriers, the official effective date for the new **Minnesota Forms Manual** has been established as November 1, 2003 to allow sufficient time for any system changes to be made. A carrier can, if it chooses, use any of these forms immediately.

The **Minnesota Forms Manual** is designed to be an electronic document. As such, MWCIA's website at www.mwcia.org will be the main source for viewing and obtaining copies of this **Manual** including all updates to Minnesota's approved standard forms and endorsements. By referring to MWCIA's website whenever you need information about the use of a particular form or endorsement in Minnesota, members can ensure their staff will always have the most current information available. Carriers who do not have website access may obtain a hardcopy version of the new **Minnesota Forms Manual** by faxing their request to MWCIA's office in care of Marie Johnson at 952.897.6495 or by calling her at 952.897.6410.