



February 1, 2024

CIRCULAR LETTER TO ALL MEMBER COMPANIES

**Re: Workers Compensation Insurance**

Clarification: Mandatory Reporting of Email Address

By Circular Letter to All Member Companies dated January 18, 2024 (C-24-1), the Rate Bureau announced that effective October 1, 2024, an email address for the insured and producer will be required on all policy transactions. Clarification is needed to advise that email addresses will be mandatory on policies with a policy effective date on or after October 1, 2024.

Please contact Data Services at [dataservices@ncrb.org](mailto:dataservices@ncrb.org) with any questions.

Sincerely,

Allison Smart

Director, Workers Compensation Operations

AS:ko  
C-24-2