

June 5, 2000

NOTICE

To: Workers' compensation insurers and service companies

Subject: Federal Employer Identification Number (FEIN) reporting on Guaranty Contracts, Cancellations, Endorsements, and Reinstatements

This is a reminder that as of **July 1, 2000**, all Guaranty Contracts and related forms must be filed with the Federal Employer Identification Number included. Please refer to Bulletin 162, revised and dated April 15, 1999, for specific filing requirements.

The FEIN, also known as the Employer Identification Number (EIN), is a number assigned to employers by the United States Treasury Department for tax reporting purposes. The FEIN is vital as the Workers' Compensation Division moves to accommodate electronic reporting of coverage information, as it will be the primary "key" to match insurer reports to the proper employer.

If an employer does not have a FEIN, an application for that number can be made through the US Treasury. Bulletin 162 also explains how to properly file a Guaranty Contract if an employer has applied for a FEIN but has not received it by the time the Guaranty Contract is filed.

Guaranty Contracts sent to WCD after July 1, 2000 that do not include the FEIN, or information that the FEIN has been applied for, **will be returned to the insurer** and will not be considered "filed." FEIN reporting is also required on other coverage documents (Cancellations, Endorsements, and Reinstatements); however, the Workers' Compensation Division will not reject these reports for failure to provide the FEIN unless the Division provides additional advance notification to insurers.

Bulletin 162 and coverage forms are available on WCD's Website at:
http://www.cbs.state.or.us/external/wcd/policy/bulletins/ab_index.html

Instructions regarding application for a FEIN are available at the US Treasury Website at:
<http://www.irs.gov/businesses/> - click on "Employer ID Numbers"

If you have questions about this notice, please call (503) 947-7810 and ask for an Employer Coverage Quality Assurance specialist.

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