



Pennsylvania Compensation Rating Bureau

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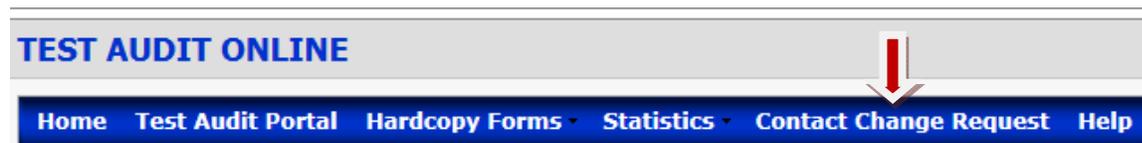
PENNSYLVANIA TEST AUDIT PROGRAM BULLETIN #117

TEST AUDIT ONLINE

CONTACT CHANGES FORM

The PCRB website application Test Audit Online has been updated to include a new feature for use by carriers in making requests to add or delete contact information. This new feature will be available for use as of July 1, 2015.

The new option is shown as *Contact Change Request* (see below):



Once the “contact change” link is selected, the carrier will be taken to the form below:

CONTACT CHANGE REQUEST FORM

First Name: *
Last Name: *
Title: *
Phone Number: * () ___-___ **Ext:**
Fax Number: () ___-___
Company Name: *
Company Address: *
Company City: *
Company State: *
Company Zip Code: *
Email: *
Website:
Notes: *

Please provide a brief explanation for the change in contacts (e.g., deleting current contact, adding new contact, changing from secondary to primary contact, etc.) Max. characters: 4,000.

The carrier must complete all designated areas, including providing an explanation of the change being requested (e.g., change in primary contact; the addition or deletion of an existing secondary contact etc.). Upon submission, the request will be transmitted to the PCRB. The PCRB will review the request and if all criteria are met, the request will be approved.

It is expected that all carriers will use this form for all contact change requests as of July 1, 2015.

If you have any questions or problems with this application, please contact Roxanne Walker, Senior Technical Analyst, at 215-320-4578 or rwalker@pcrb.com.