



Pennsylvania Compensation Rating Bureau

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PENNSYLVANIA TEST AUDIT PROGRAM BULLETIN # 108

PROCEDURES FOR EXCHANGE OF INFORMATION

Section IV, D. of the Pennsylvania Test Audit Program lists the documentation from carriers that constitutes acceptable responses to test audit selections. With the advent of the **Test Audit Online** submission process, PCRB believes it is advisable to clarify the type and degree of such documentation required. In so doing, PCRB hopes to alleviate some problems carriers have encountered with the size of attachments being included with their **Test Audit Online** submissions. This clarification is being provided for informational purposes only and is not a change to the current submission process.

Audit Worksheets - Carriers should include the auditor's worksheets or voluntary audit statements from the employer. Information typically provided in these documents includes a description of the business, a listing of employees with their individual duties, a payroll breakdown by individual and payroll verification information.

Final Billing - The only documentation needed is the final billing statement sent to the employer. PCRB does not need copies of estimated policies or endorsements changing those estimates or exposures. PCRB also does not need copies of the payment schedule, pending balance information or late fees, and billings from states other than Pennsylvania and Delaware are not required.

Claims - Claims information should be provided for the audited period only. PCRB does not need copies of claims information from the entire history of the employer.

Finally, carriers are encouraged to consolidate their documentation so as to use the fewest number of attachments possible when submitting responses to test audit selections via **Test Audit Online**. Multiple attachments pertaining to individual test audit selections can be problematic for both carrier submission and PCRB processing.