



Pennsylvania Compensation Rating Bureau

United Plaza Building • Suite 1500
30 South 17th Street • Philadelphia, PA 19103-4007
(215)568-2371 • FAX (215)564-4328 • www.pcrb.com

June 5, 2008

BUREAU CIRCULAR NO. 1549

To All Members of the Bureau:

Re: **FINAL REMINDER – BUREAU ADDRESS CHANGE**

The Bureau moved its office location effective [April 2, 2007](#).

Bureau Circular No. 1527 of March 20, 2007 announced the Bureau's change of address to:

**Pennsylvania Compensation Rating Bureau
United Plaza Building - Suite 1500
30 South 17th Street
Philadelphia, PA 19103-4007**

Bureau Circular No. 1541, dated January 7, 2008, reminded all members of the above change and urged correspondents to make the appropriate changes to systems and records in order to use the correct mailing address on all subsequent communications.

Unfortunately and despite all previous announcements, substantial amounts of mail continue to be directed to previous Bureau addresses.

At best, the USPS forwarding procedures delay delivery of such incorrectly addressed mail for some time. At this point the USPS forwarding service to the Bureau's new address ***has expired***. Any incorrectly addressed mail will not be forwarded to us and may or may not be returned to the sender, with the time required for receipt of returned pieces of mail being very uncertain.

ALL COMPANIES MUST USE THE BUREAU'S CURRENT MAILING ADDRESS FOR PURPOSES OF ANY CORRESPONDENCE WITH OUR OFFICES. PLEASE BE ADVISED THAT THE BUREAU CANNOT PROVIDE EXTENSIONS, EXCEPTIONS OR OTHER ACCOMMODATIONS FOR ANY INCORRECTLY ADDRESSED CORRESPONDENCE, REGARDLESS OF THE NATURE, GRAVITY AND/OR ECONOMIC CONSEQUENCES OF THE MATTER(S) INCLUDED THEREIN.

Please make sure that all records within your company or office reflect the Bureau's current address and that this information has been properly disseminated within your organization.

Timothy L. Wisecarver
President

kg
DCirc

Remember to visit our web site at www.pcrb.com for more information about this and other topics.