



January 12, 2010

TO: CHIEF EXECUTIVE OFFICER
VOLUNTARY CREDIT KEY CONTACT

**Voluntary Credit Reporting for 2009 Business
Deadline March 31, 2010**

The deadline for reporting business for voluntary credit is March 31, 2010. The portal for submissions will open March 1, 2010. It will close at midnight on March 31, 2010.

Prior to making your final submission, a company may make as many preliminary submissions as it desires. This is an excellent opportunity to determine if a particular policy is outside of the territory or in Zone 1 or Zone 2. This will also allow you to test whether the record lay-out is acceptable.

Remember that the record format for the 2009 submission was increased in 2008. There is now a provision for multiple buildings at multiple locations. This information is contained in the Voluntary Credit Manual located on the web site at www.scwind.com. Click on the Member Company Info tab to find the Voluntary Credit Manual.

If you have any questions concerning voluntary credit submissions, please feel free to contact the Association. Your key contacts are as follows:

- Underwriting Questions – David Leadbitter – david@scwind.com
- Technology Questions – Ashley Carder – ashley@scwind.com

Please remember **The portal for final submissions will close at midnight March 31, 2010.** No submissions will be accepted after that date.

Sincerely,

J. Smith Harrison, Jr., CPCU
Executive Director

JSH/sb