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James C. Gillen, Commissioner



Kenneth L. Goodman, Commissioner  
Adrian A. Phillips, Commissioner  
Wanda Blanche Taylor, Commissioner

## NORTH CAROLINA INDUSTRIAL COMMISSION

TO: ALL CARRIERS, THIRD PARTY ADMINISTRATORS, AND SELF-INSURED EMPLOYERS

FROM: EMILY BAUCOM, CLERK OF THE COMMISSION

DATE: APRIL 27, 2022

RE: CONTACT INFORMATION REQUIRED BY RULE 11 NCAC 23A .0109(d)

Pursuant to Rule 11 NCAC 23A .0109(d), “[a]ll carriers, third party administrators, and self-insured employers shall provide the Commission, by sending an email to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov), with an email address for service of claim-related documents in cases where the Commission does not have email contact information for a specific representative assigned to the claim.”

Note: The Rule requires a general email address for receipt of letters and notices related to claims when the Commission has NOT been advised of a specific person handling the claim. When the Commission has been advised of a specific person handling a claim, correspondence regarding the claim will continue to go to the individual handling the claim.

**If you have not already done so, please provide below a general email address as required by Rule 109(d). Providing an address is important for the efficient operation of the Industrial Commission.**

Organization Name: \_\_\_\_\_

Rule 109(d) email address: \_\_\_\_\_

Name of Person Providing Information: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

After completing the above, please email this memo to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov). If the email address above changes in the future, please update the Commission by sending an email to [contactinfo@ic.nc.gov](mailto:contactinfo@ic.nc.gov).