



**GROSS MONTHLY
PREMIUM REPORT**

Policyholder Name: _____

Month of Coverage: _____

BACK ADJUSTMENTS	INSURANCE COVERAGE		COUNTS	RATE	TOTAL PREMIUM
	SPECIFIC EXCESS LOSS	# of Single EE's		\$ Per Single	
		# of Family		\$ Per Family	
	AGGREGATE			\$	
	MONTHLY AGGREGATE			\$	
				\$	
	OTHER			\$ Per Employee	
				BACK ADJUSTMENT TOTAL (+/-)	\$

CURRENT PREMIUM	INSURANCE COVERAGE		COUNTS	RATE	PREMIUM DUE
	SPECIFIC EXCESS LOSS	# of Single EE's		\$ Per Single	
		# of Family		\$ Per Family	
	AGGREGATE				
	MONTHLY AGGREGATE				
	OTHER			\$ Per Employee	
				TOTAL CURRENT MONTH'S PREMIUM	\$
				GRAND TOTAL	\$

Prepared By: _____

Date Prepared: _____

INSTRUCTIONS FOR COMPLEATING MONTHLY PREMIUM REPORT

Policyholder Name	Show the name of the Policyholder as it appears in the Excess Loss Insurance Policy / Treaty / Contract.
Month of Coverage	Month and year for which premium applies. Premium is payable monthly in advance. The first premium is due on the effective date of the policy; subsequent monthly premiums are due the first of each month thereafter.
Back Adjustments	Refer to adjustments from a prior month not previously recorded, such as terminations or newly insured employees. Note: Back adjustments beyond 6 months are not acceptable.
1. Count	Show the total number of Single Employees / Families which became effective, but which have not been previously reported.
2. Rate	Show the rate at which the adjustment is made
3. Total Premium	This is the result of multiplying the appropriate total shown in the count column by the adjustment rate.
4. Total Back Adjustment (+ / -)	This is the result of the total back adjusted premium for prior months.
Current Premium	
1. Count	Show the total in force on the premium due date.
2. Rate	Show the current rate for each insurance coverage provided
3. Premium Due	This is the result of multiplying the appropriate total shown in the count column by the appropriate premium rate.
4. Total Current Month's Premium	This is the result of the Premium Due for the current month.
Grand Total	This is the total of the current month's Premium due plus or minus any Back Adjustments.

The preparer should date and sign the monthly premium report.