



**NET MONTHLY  
PREMIUM REPORT**

Policyholder Name: \_\_\_\_\_

Month of Coverage: \_\_\_\_\_

<b>BACK ADJUSTMENTS</b>	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	
				<b>BACK ADJUSTMENT TOTAL (+/-)</b>	\$

<b>CURRENT PREMIUM</b>	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	
				<b>TOTAL CURRENT MONTH'S PREMIUM</b>	\$
				<b>LESS COMMISSION RETAINED @ _____%</b>	\$
				<b>NET TOTAL PAYMENT</b>	\$

Prepared By: \_\_\_\_\_

Date Prepared: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLEATING MONTHLY PREMIUM REPORT**

<b>Policyholder Name</b>	Show the name of the Policyholder as it appears in the Excess Loss Insurance Policy / Treaty / Contract.
<b>Month of Coverage</b>	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.
<b>Back Adjustments</b>	Refer to adjustments from a prior month not previously recorded, such as terminations or newly insured employees. <b>Note: Back adjustments beyond 6 months are not acceptable.</b>
<b>1. Count</b>	Show the total number of Single Employees / Families which became effective, but which have not been previously reported.
<b>2. Rate</b>	Show the rate at which the adjustment is made
<b>3. Total Premium</b>	This is the result of multiplying the appropriate total shown in the count column by the adjustment rate.
<b>4. Total Back Adjustment (+ / -)</b>	This is the result of the total back adjusted premium for prior months.
<b>Current Premium</b>	
<b>1. Count</b>	Show the total in force on the premium due date.
<b>2. Rate</b>	Show the current rate for each insurance coverage provided
<b>3. Premium Due</b>	This is the result of multiplying the appropriate total shown in the count column by the appropriate premium rate.
<b>4. Total Current Month's Premium</b>	This is the result of the Premium Due for the current month.
<b>Commissions</b>	Indicate commission percentage and amount of commissions being retained. Back adjustments need to be taken into consideration in this calculation.
<b>Net Total Payment</b>	This is the total of the current month's premium less the commissions retained, plus or minus any back adjustments.

**The preparer should date and sign the monthly premium report**