



Capital BlueCross is an Independent Licensee
of the BlueCross BlueShield Association

Certification of Group Size

As the Policymaker for _____ (Group Name), I hereby certify that for purposes of applying for health insurance coverage and compliance with federal health care laws, the employer group stated above consists of the following average number of employees during the prior calendar year:

Average number of employees calculated based on 20__ calendar year

Fewer than 51 average number of employees ☐

Between 51–99 average number of employees ☐

100 + average number of employees ☐

If you are part of a controlled group of plans, please provide the total number of employees in the controlled group. See the employer aggregation rules, at IRC Section 414, to determine if you are part of a controlled group of plans.

Average number of employees should be calculated as of the end of the calendar year ending immediately prior to the calendar year in which coverage becomes effective or renews. If the prior calendar year is not yet finished when completing this form, estimate the count by using the actual count of employees for completed months and estimated counts for months not yet completed (see the example below). If your business was not established in the prior calendar year, you may estimate using the current year's employment counts.

The average number of employees can be calculated by counting all common-law employees (including FT, PT, Seasonal intermittent, and in and out of area employees to whom you issue a W-2) that were employed during each calendar month of the year, adding together the counts for each month, and dividing by 12.

EXAMPLE 1: For a group with a 4/1/2015 renewal date; count the number of common-law employees the employer group had each month in 2014, add together the counts for each month, and divide by 12.

EXAMPLE 2: For a group applying in mid-November of 2014 for coverage with a January 2015 effective date; count the number of common-law employees the employer group had in the first ten months of 2014, estimate the number of common-law employees you anticipate for November and December 2014, add together the counts for the twelve months of 2014, and divide by 12.

I understand that Capital BlueCross will rely on this Certification in connection with determining which medical products and rating methodology the group is eligible for and for compliance with federal laws, including the Patient Protection and Affordable Care Act. The group hereby agrees to indemnify Capital BlueCross for any claims, damages, fines, or penalties which it may incur as a result of its reliance on this Certification.

Policymaker Printed Name

Policymaker Printed Title

Policymaker Signature

Date