

Small Group 2013/2014 Anniversary Change Request

Thank you for your continued business with Anthem Blue Cross and Blue Shield. We value your business and make every effort to provide actionable solutions as part of the plan management services available to you and your producer.

As you work with your producer or Anthem account manager to evaluate your current coverage, you have the opportunity to adjust your Anthem plan anniversary date. Because this option requires a change to your group's plan year, you should discuss this option with your legal or tax advisor before choosing it. The IRS has set forth criteria for when a group may change its plan year. For example, if your employer group coverage covers less than 51 employees, but the employer employs more than 50 full time equivalent employees, the employer may be subject to health care "shared responsibility" taxes that cannot be delayed by changing the plan year. As you evaluate all of the options for your benefit plans, please keep in mind the Underwriting Guidelines for our small group anniversary change requests:

- Anthem requires a 30-day advance notice to change an anniversary date. If the signed anniversary date change request form is received within 30 days of request date, Anthem will apply the change on the 1st of the following month.
- Anthem requires a signed rate sheet with new plan(s) selected by the 19th day of the month prior to the requested anniversary date. Note: Without a signed rate sheet Anthem will NOT make the anniversary changes.

By signing this document you acknowledge that Anthem will also adjust the anniversary date for any other existing products you currently have with us including disability, life, dental and vision plans.

If you would like to request a change in your anniversary date, please complete and return this letter to your producer or Anthem account manager.

Yes, please change my group's health anniversary date to _____

 Group Name (PRINT CLEARLY)

 Group Number

 Authorized Group Signature

 Printed

 Date