## **Report of Terminations Form**



## **INSTRUCTIONS:**

Notify Anthem Blue Cross and Blue Shield of any employee terminations on or before the cancellation effective date.

- List any employee terminations on this form
- Send copy to Anthem Blue Cross and Blue Shield
- Retain copy for your records

Between termination date and cancellation effective date fully insured groups would be responsible for premiums. Cancellations will be reflected on your next scheduled invoice and amount due will be adjusted based on effective date.

SECTION 1: COMPANY INFORMATION				
Firm name			Bill account no.	
SECTION 2: EMPLOYEE INFORMATION				
Employee name	Member no.	Reason for removal		Termination Date
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