

FEHB CARRIERS PREMIUM REMITTANCE SHORTFALL WORKSHEET

NAME OF CARRIER:

OPM CONTRACT NUMBER: CS

FEHB ENROLLMENT CODE(s):

(First two characters of the three-character code)

Method of Determining a Premium Loading

Attach a narrative describing the method used to calculate the amount of premium shortfall.

Calculation

Attach a calculation of the dollar amount of premiums underpaid and the percentage of your total premium received that the shortfall represents.

This calculation must be limited to premium shortages due solely to discrepancies in the enrollment records between the carrier and federal government offices.

Documentation

Attach a listing of all the enrolled persons whose discrepant enrollment records were used to calculate the premium shortfall claim. Include the enrollee's name, SSN, FEHB enrollment code, and the federal payroll office number you have.

Other Requirements

1. Use premium data for the entire previous calendar year in your calculations;
2. Applications for premium shortfall **will not** be approved if the submitting carrier has any CLER 160 error code records with a Fail Count higher than three (except for OPM annuitant records), using the CLER data for the December data of the calendar year immediately prior to when the premium underpayment application is submitted.

File your claims via secure email with Eric Figg. Send to eric.figg@opm.gov. Applications must be submitted by March 1 each year.