

**\*\*IMPORTANT\*\*** All fields indicated by “<< >>” must be replaced with company specific information. This letter is meant to serve only as an example.

**<<COMPANY LETTERHEAD>>**

**<<Date>>**

Regence BlueCross BlueShield of Utah  
P.O. Box 30270  
Attn: Marketing, Dept. 28  
Salt Lake City, Utah 84130-0270

To Whom It May Concern:

Because **<<the reason why there has been no quarterly wage and tax report filed>>** the following is a complete listing of all **<<name of company>>** employees:

**<<Must be by the following criteria: >>**

<b>Name</b>	<b>SS#</b>	<b>Empl Status (FT/PT)</b>	<b>Hrs per Week (# hrs)</b>	<b>Hrly Wage / Salary</b>

If we are currently with an employee leasing company we agree to terminate our agreement with that leasing company prior to enrolling with Regence Blue Cross Blue Shield of Utah.

We also agree to provide our next Employer’s Quarterly Wage List as filed with the Utah Department of Workforce Services when it becomes available.

Sincerely,

**<<Signature of Company Official>>**