

\_\_\_\_\_ (Name)

November 18, 2015

Excellus BlueCross BlueShield  
PO Box 22999  
Rochester NY 14692

Attention: Membership Representative

Premium Remittance for \_\_\_\_\_

Dear Membership Representative:

The purpose of this letter is to direct Excellus BlueCross BlueShield in the handling of my premium invoice.

Each month, Excellus BlueCross BlueShield should forward my premium invoice that includes the premium due and owing Excellus BlueCross BlueShield to the Trustees of the Monroe County Bar Association, 300 Corporate Pkwy, Suite 200N, Amherst, NY 14226. Upon receipt of an invoice from Excellus BlueCross BlueShield, the Trustees of the Monroe County Bar Association shall remit all invoiced payments directly to Excellus BlueCross BlueShield on or before the premium due date stated on the invoice.

I, \_\_\_\_\_, understand that it is my sole responsibility for payment of all premiums due and owing Excellus BlueCross BlueShield even if such payment was remitted to the Trustees of the Monroe County Bar Association but was not remitted to Excellus BlueCross BlueShield. In the event that the Trustees of the Monroe County Bar Association does not timely remit invoiced payments on or before the premium due date, then I will immediately remit such payment to Excellus BlueCross BlueShield upon being provided written notice of the delinquency.

All other correspondence from Excellus BlueCross BlueShield to me shall be sent to me directly by Excellus BlueCross BlueShield.

The procedure outlined above, along with the terms and conditions of the subscriber contract in place between me and Excellus BlueCross BlueShield shall remain in effect until Excellus BlueCross BlueShield is notified otherwise in writing by me or my duly authorized representative.

Sincerely,

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Subscriber ID)