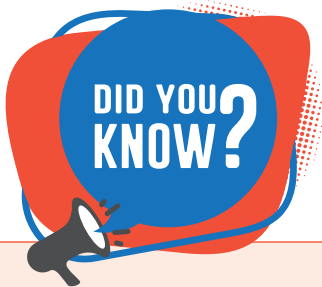




Fact Sheet Why NIS Needs a Census

Employers should send an annual census to their life and/or disability insurance carrier at least once a year. Why? Because a census can also help you avoid claim and billing issues and receive your renewal information in a timely manner. You'll want your enrollment records to match the carrier's records, ensuring that no one falls through the cracks.



Your Census Info is Used To:

- Accurately calculate your premiums
- Determine your renewal rates
- Verify accurate enrollment information is on file for each covered employee

When Should I Submit My Annual Census?

You will receive an automated email from us, requesting census information. The email goes out on a designated month each year. If you have a preference as to when the request is sent to you, please contact your Service or Billing Representative.

What Should be Included in My Census?

Send your census information to your insurance carrier in an Excel spreadsheet. Include the following:

1. Employee full name
2. Social Security number
3. Gender
4. Date of birth
5. Date of hire
6. Hours worked per time period (specify day, week, month, or year)
7. Annual salary (not pro-rated) if any coverage is based on salary, limited to a multiple of salary, or exceed a percentage of earnings
8. Elected Long Term Disability and/or Short Term Disability benefit amount (if the employee election is a flat benefit amount)
9. Effective date of last change (salary or class change)
10. Basic life, employee supplemental life, and spouse life volumes, if applicable
11. Indication of dependent life coverage, if applicable