



# BlueCross BlueShield of Vermont

*An Independent Licensee of the Blue Cross and Blue Shield Association.*

November 2017

Subscriber Name

Subscriber Address 1

Subscriber Address 2

Subscriber Address 3

Dear Subscriber Name:

As you may know, the federal Affordable Care Act requires individuals to maintain a minimum level of health coverage or face tax penalties. In order to determine which people will have to pay the assessments, the Internal Revenue Service (IRS) will require health plans to report on who has coverage. In order to comply with this requirement, we must try to collect social security numbers for all of our members.

If you are getting this letter, we are missing social security numbers for one or more people in your household. We ask you to supply the missing information by logging into the Member Resource Center at [bcbsvt.com/member](http://bcbsvt.com/member) and send our enrollment services team a secure email with social security numbers for all members in your household. This is the most secure way to send us your information.

If you have not created an account on the Member Resource Center, visit [bcbsvt.com](http://bcbsvt.com) and click "member" under the log in drop-down box. Once there, you can create an account. Please note that you will need your BCBSVT ID card handy while creating your account. Once you are logged in as a member follow these step-by-step instructions to complete the secure message:

- 1) Click on the "Message Center" link. You will see this link on the front page of the Member Resource Center in the upper right hand corner.
- 2) Click the "New Message" button in the right hand corner of the screen.
- 3) Click "Add Recipient" located in the middle of the screen below the "To" field.
- 4) Next, scroll to the bottom of the page.
- 5) To send the mail to our enrollment services team, click "Add" next to "Enrollment Services" and that team should appear in the "To" box below.
- 6) Now select "Add Recipients."
- 7) Type your message, including updates for missing social security numbers.
- 8) Finally, click "Send."

Your employer is also mandated by the federal government to collect this same information. Please give your social security numbers to your group benefits manager, as well.

We understand that social security numbers are important confidential information and that many of our members might be sensitive about providing them. Please remember this information will be the best way to avoid tax penalties by ensuring the IRS can identify that you and members of your household have minimum essential coverage. As always, if you have any

questions or concerns, please call the customer service number on the back of your BCBSVT ID card. Our customer service team is available from 7 a.m. to 6 p.m. weekdays.

Thank you for choosing coverage with Blue Cross and Blue Shield of Vermont. We appreciate the chance to serve you.

Sincerely,

A handwritten signature in cursive script that reads "Pamela C. Getsie".

Pamela Getsie

Director, Enrollment Services