



Nonprofit corporations and independent licensees
of the Blue Cross and Blue Shield Association

To assist in calculating the average number of employees you had in 2014, please refer to the example below:

- 1) To calculate the average number of employees, count the average number of full-time, part-time and seasonal employees for each month, then divide by twelve.
- 2) Round the average number up or down to the nearest whole number. In the example below, the total number of employees for the year is 316.
- 3) The average is 316 divided by 12 equals 26.3. Round down for an average of 26.
- 4) 26 is the 2014 average employee count.

Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Average	
Full-time	20	20	20	20	15	15	15	20	20	20	20	20		
Part-time	5	5	5	5	0	0	0	5	5	5	5	5		
Seasonal	3	3	3	3	0	0	0	6	6	6	8	8		
Total	28	28	28	28	15	15	15	31	31	31	33	33	Total 316/12 Months	26.33 rounded = 26

Please use the chart below as a worksheet to calculate your company's 2014 average employee count.

Month	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Average	
Full-time														
Part-time														
Seasonal														
Total													Total /12 Months	rounded up/down =

Use this number to complete Step No.4 on your Group Attestation Form:
2014 employee count _____