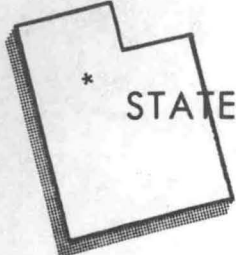


rec'd 14 July 1976



STATE INSURANCE FUND • 350 EAST FIFTH SOUTH • SALT LAKE CITY, UTAH 84111

David C. Thomas, Manager

Lynn R. Swenson, Financial Manager

Re: Policy No. H 2654

DEAR POLICYHOLDER:

We received your payroll report but we were unable to process it properly for the reason checked below. We are sending your report back to you along with your check and request that you furnish the missing information and/or premium payment noted below and return your report and payment to us as soon as possible. If you have any questions concerning this please write to us or give us a call at 328-5811 and let us explain.

- 1. Either no payment or insufficient payment was included with your report. Please note that there is a minimum premium due on your policy to keep it in force even if you had no payroll during the period.
- 2. The payment you sent was for the wrong amount. Please send us another check for the correct amount.
- 3. The minimum premium was paid but there was no indication as to the amount of payroll you had for the period. Please report the total amount of your employees' payroll, compute the premium and send us the proper amount. If you had no payroll for this period, please indicate "none" in the payroll column.
- 4. The premium was received for your proprietorship or partnership coverage only. Please report the amount of your employees' payroll and pay the appropriate premium on them as well. If you have no employees please indicate "none" in the payroll column.
- 5. Returning your payroll report and check for your signature on the check.
- 6. Returning your payroll report and request that you attach your check in the amount of \$_____ and return to this office.
- 7. Other _____

Sincerely yours,

THE STATE INSURANCE FUND

E. B. Wright
Auditor

IN ANSWERING PLEASE RETURN THIS LETTER