

Dear Policyholder:

Please provide Gross Wages for the 52-week period prior to the date of accident. If the employee has not been employed 52 weeks, use wages of a similar employee of same class and grade. If there are weeks with no wages, please explain reason by using one of the following codes:

- V - Vacation
- I - Illness
- L- Layoff
- P - Personal Leave
- O- Other

If you have any questions, please feel free to contact the undersigned at 1-800-226-0666 or (321) 214-5350.

Sincerely,