



**PLEASE NOTE: This checklist is provided as a guide. The carrier may require additional items and documentation. Please refer to the carrier's underwriting guidelines for a complete list of requirements. Please use the latest version of forms.**

Our goal is to process your new group enrollment easily and efficiently in order to provide you and your client with a quick approval. The following list outlines the health plan's case submission requests:

- ☐ **Employer Application:** The application should be completed and signed by the client and the broker.
- ☐ **Employee Applications and Waivers:** An enrollment application or waiver form from all employees eligible for coverage. Waivers must comply to minimum participation requirements.
- ☐ **Deposit:** A check from the employer that will be applied to the first month's premium.
- ☐ **Prior Carrier's Billing Statement:** A copy of the most recent billing statement from the prior carrier, if there is prior coverage.
- ☐ **COBRA Information:** A list of all former employees/dependents on COBRA which includes the qualifying event reason and qualifying date of COBRA coverage plus a copy of the COBRA election statement(s).
- ☐ **State Wage and Tax Withholding Statement (DE-9C in CA):** For groups with 50 or fewer eligible employees, a copy of the employer's most recent quarterly statement is required.

**After approval, prior carrier termination letter must be submitted by the employer or broker.**