



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:

- ☐ No binder check is needed. VSP will bill for the first month's premium.
- ☐ Employee Roster Sheet (Census enrollment)
- ☐ VSP Client Application—please advise the correct rating option, based on the following carrier guidelines:

If the employer contributes 75% or more for all eligible employees and dependents, or pays 75% of the overall cost of the plan, the carrier will consider the plan 'core' and requires only a **minimum of 5 enrolling**.

If the employer contributes less than 75% of the overall cost, and the group does not select the 'must match' option, the carrier will consider the plan 'Voluntary' and requires a **minimum of 10 enrolling**.

In order to offer Core Employee/Voluntary Dependent rates, the carrier requires a minimum of 10 employees enrolling.

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