

## ACA NEW BUSINESS SOLD CHECKLIST

**1 - 100 FULL-TIME EQUIVALENT EMPLOYEES**

All required forms must be received upon initial case submission. Your case submission is not considered as complete until the following items are received: Employer application, ACA One Census, QWTS and banking form. Cases that are submitted without these required forms will be moved to the next effective date.

☐ **Employer Application**☐ **Employee Enrollment and Waivers**

**ACA One Census available on [Producer World](#).**

The One Census tool is an easy-to-use tool that allows you to provide all enrollments for your group. Please complete the tool in its entirety so we can process your submission.

- Sold groups must submit employee enrollment via ACA One Census.
- There is no need to send the employee enrollment forms. All the required information must be entered into the tool.
- Waivers must be included in ACA One Census with the reason waiving.

☐ **Quarterly Wage and Tax Statement (QWTS)**

- A QWTS must be provided for:
  - 1 to 4 enrolled employees
  - 5 to 100 enrolled employees with:
    - No current employer group health coverage

☐ **ACA Banking Consent Form**

The ACH banking agreement is the most efficient way to pay the premium, other options are available. If ACH is not desired, please complete the form with the group name and select the option 'Additional payment options requested'. Plan Sponsor Services will contact the group regarding these payment options.

☐ **PCP selection (primary office ID number) required for Aetna Health Network HMO**

- Members will be auto assigned a PCP, if primary office ID number is not provided.

**For complete underwriting guidelines, go to [Producer World Small Group](#).**