

GROUP ENROLLMENT REQUIREMENTS CHECKLIST

- Completed Employer Application
- Completed Employee Applications – Including Waivers
- Disclosure of Rating and Renewability Form
- Copy of Invoice from most recent carrier
- Copy of most recent Wage & Tax Form – Full-time and Part-Time employees noted
- Affidavit of Domestic Partnership Form – only if Domestic Partner Coverage was checked on Employer Application
- Certificate of Eligibility – only if the employer has not been in business long enough to file a Wage & Tax form, or for new employees not included on the most recent Wage & Tax form.

All documentation MUST be submitted by the 25th of the month in order to have coverage effective on the 1st of the following month.

**If you have any questions, please give us a call
at: 888-870-4717**