



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:

- ☐ Small Business Employer Application
- ☐ Signed member enrollment form for all eligible employees (including those waiving coverage)
- OR**
- ☐ Enrollment spreadsheet (waivers are not required)
- ☐ Most current DE-9C (Quarterly Wage and Tax Statement). Tax documentation is required for owners who do not appear on the DE-9C.
- ☐ Submit a check for one month's premium payable to UHC (UnitedHealthcare) or a copy of the direct debit authorization and a copy of a voided check should be included with the case submission at the time of installation. Please Note: Micro groups (3 eligible or 1 enrolled) are required to use the ACH form. This is the only option.
 - A binder check is not required for voluntary case submissions.
- ☐ **Dental cases:** If the group requests to waive the dental waiting period for initial enrollees on a 12 month wait plan, the group submission should also include:
 - A Certificate of Coverage (COC) or Summary Plan Description (SPD)
- AND**
- A current and previous renewal from the prior carrier validating coverage for the previous 12 months **OR** a prior carrier bill with a date showing coverage approximately 12 months prior and one current bill for the Group.
- ☐ **Supplemental Life & Disability cases:** A supplemental employer and employee form is required.
- ☐ **Life cases:** An Evidence of Insurability (EOI) Form is required if the life benefit is above the Guarantee Issue (GI) amount:

Eligible Employees	Guarantee Issue Amount
2 to 5 eligible employees	\$25,000
6 to 19 eligible employees	\$50,000
20 to 50 eligible employees	\$100,000
51 to 99 eligible employees	\$175,000

Please be sure to submit new case submissions by the date requested below:

Requested Effective Date	Submission Receipt Cutoff Date
1st of the month	5th business day of the effective month
15th of the month	20th business day of the effective month

It is important to note that failure to submit a clean case with all components included will delay the case installation process.

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