



# Aetna® 2-100 new sale notification

## Group information

Send completed form to [smallgroupsold@aetna.com](mailto:smallgroupsold@aetna.com)

Legal business name		DBA name (if applicable)	
Street address	City	State	Zip
Effective date	Federal tax ID	Number of eligible employees	
Company contact name		Company contact email	
<b>Benefit Administration Platform</b> <input type="checkbox"/> eBusiness (Aetna default platform as of 5/1/25) <input type="checkbox"/> Employee Navigator (license required) – Broker license number _____ <input type="checkbox"/> EDI/834 (only available for 51-100 size groups)			
Sold products: <input type="checkbox"/> Medical (Aetna Funding Advantage <sup>SM</sup> plan) <input type="checkbox"/> Medical fully insured 51-100 <input type="checkbox"/> Dental <input type="checkbox"/> Vision			

## Agency/Broker information

Agency name	Selling agent name		
Street address	City	State	ZIP
Admin contact	Admin email (will receive and complete forms)		
Tax ID/NPN where we should pay commissions	Commissions split % (if adding another agency below)		

## General agent information (if applicable)

General agency name	Selling agent name		
Street address	City	State	ZIP
Admin Contact	Admin email (will receive and complete forms)		
Tax ID/NPN where we should pay commissions			

## Secondary Broker/Agency information (for groups with 2 brokers/agencies)

Agency name	Selling agent name		
Street address	City	State	ZIP
Admin contact	Admin email (will receive and complete forms)		
Tax ID/NPN where we should pay commissions	Commission split %		

## Aetna information

Aetna sales representative	Aetna sales support contact
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Aetna is the brand name used for products and services provided by one or more of the Aetna group of companies, including Aetna Life Insurance Company and its affiliates (Aetna).