

## CA ANCILLARY (STANDALONE DENTAL/VISION) NEW BUSINESS SOLD CHECKLIST



### 2 - 100 ELIGIBLE EMPLOYEES

If dental or vision is sold along with medical, follow the medical underwriting guidelines for this topic.

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, 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.

**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.

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