

Make your mark

ACA New business sold checklist — California

1 – 100 full-time equivalent employees

We appreciate the opportunity to serve you. In order to move your case through our sold case process, we need the below items. Your case submission is not considered complete until all are received. Please allow 3 - 5 business days for us to review your submission and reach out.

☐ **Employer application**

☐ **Employee enrollment and waivers**

ACA One Census available on Producer World.

Our 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.

- 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.

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

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

Submission deadlines:

- The next available business day at 12 PM PST will be used when the submission deadline falls on a weekend or holiday.
- Cases with incomplete information will be moved to the next available effective date.

Effective Date

1st of the month
15th of the month

Submission Deadline

by the effective date
by the effective date

Enrollment materials must be e-mailed to:

ACANBUsoldcasesubmission@aetna.com

Note: There is a 5MB limit when sending email.

For help with your new case submissions,
contact your sales executive.

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

Aetna is the brand name used for products and services provided by one or more of the Aetna group of subsidiary companies, including Aetna Life Insurance Company (Aetna).

This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change.