



New Case Submission Checklist

Complete Final Rate Submission includes:

- New Group Application**
 - All sections complete
- Copy of Prior Carrier Bill**
- Reconciled Wage and Tax Form**
 - Subscriber Names
 - Indicate – terminated, part-time, not eligible
- W4 if employees is not listed on Wage & Tax**
- Complete enrollment forms for each subscriber**
 - All sections complete
 - Detailed answers for all “YES” answers
 - Initials for all “scratch outs” or changes
 - Date and signature (forms cannot be more than 60 days old)
- Completed Waivers**
 - Date and signature (forms cannot be more than 60 days old)
- Complete Employer Risk Appraisal Questionnaire (RAQ) if applicable**
 - All sections complete
 - Detailed answers for all “YES” answers
 - Initials for all “scratch outs” or changes
 - Signed by Decision Maker or Head of Human Resource

Complete Enrollment Submission includes:

- Group Master Contract for Each Product Sold**
- Final Rate Addendum**
- Binder Check**
- Broker Group Commission Schedule**