

### **New Large Group Checklist**

- ✓ Employer Form
- ✓ Employer Group Application
- ✓ Disclosure Form
- ✓ Enrollment form from each full-time employee applying. *(If employee is applying, but waiving spouse or dependent children, please submit an enrollment form and waiver.)*
- ✓ Waiver from each full-time employee waiving coverage.
- ✓ Most recent wage & tax
- ✓ Prior carrier bill
- ✓ Check for 1 month's premium

Group must be complete and ready to submit to underwriting by the 10<sup>th</sup> of the month prior to the effective date.