

## Required Documentation for New Group Submissions

Please note below the following documents that are required for new account submissions:

- Small Group Administration Form
- Group Underwriting Roster/Payroll Register (2-50)
- Most Recent MESC Quarterly Wage/Tax Report and Federal ID Verification (if not pre-printed on QWDR). If no MES, provide copy of payroll records. If no payroll records, provide W-4's
- Enrollment Applications
- Completed Employee Waiver Forms for all Full Time Employees Waiving Coverage
- Financial Information i.e., 1065, 1120 or 1040 with Schedule C or F (as specified)
- Face Copy of Worker's Compensation Policy
- Copy of Medicare Card for all Medicare Eligible Subscribers
- First Months Premium Check
- Group Letter of Agreement (GLA)  
Upon Underwriting approval and acceptance of your group, the GLA will be forwarded to you for execution.
- **All information for new account enrollments must be submitted no later than the 5th of the month prior to the effective date.**