



New Group Submission Checklist 2-50 Eligible Employees

Company Name: _____

1. **Original** Master Application – Must be completed in full, signed and dated by both an authorized company representative **and** the broker/agent.
2. **Original** Enrollment forms for each full-time employee, (everyone that is applying for coverage must complete an enrollment form. The form must be completed in **full** including:
 - All questions **must** be answered
 - Date of full-time employment
 - Height and weight for everyone listed
 - **Enrollment forms are considered invalid if a faxed copy, completed in pencil, if not signed/dated, or if completed 60+ days prior to requested effective date.*
3. Waiver section of enrollment form filled out and copy of ID cards (front & back), if applicable, for each full-time employee waiving coverage (for employee and/or dependent) – **signed by the employee (copy/fax acceptable*)**. – The waiver must indicate who is waiving coverage and the reason.– Per Wisconsin Admin. Code 8.60 & 8.65
4. Small Employer Renewability Provisions Form. (**copy/fax acceptable***)
5. Copy of prior carrier bill (required only when other coverage is being replaced). – Bill must be **current and include employees names**.
6. UCT State Quarterly Unemployment Compensation Report Form #UC101A, UCT must be most current and **include employees names and wages**.. – *Per Wisconsin Admin Code 8.65 (Note: For Farms request Form 943 – Employers Annual Tax Return for Agricultural Employees).*
7. List of **all eligible employees and dependents, completed by employer**, this includes **employees who are waiving** coverage or are currently on COBRA/continuation. – *Per Wisconsin Admin. Code 8.65 Section I (copy/fax acceptable*)*
8. First Month's premium check **or** EFT Form and an attached voided check (required for Fox Cities or other situations as deemed necessary). (*Fox Cities, Oshkosh Chambers and NHP have separate EFT forms*)

***a copy/fax is acceptable when the following appears below the signature: "Copy/fax valid as original."**