

Enrollment Checklist

Carrier Checklist for Enrollment Process (Fully Insured)*

- Employer Application
- Binder Check for First Months Premium
- Quarterly State Wage and Tax Statement
- Prior Billing Statement
- Prior Certificate Booklet
- Employee Applications (waivers for individuals not enrolling)
- Signed proposal pages
- State Mandated offering declinations

Carrier Checklist for Enrollment Process (Partially Self Insured)*

- Administrative Services Agreement (ASO)
- Reinsurance Contract
- Eligibility Listing from prior carrier/third party administrator or enrollment forms
- Accumulator reports from prior carrier/third party administrator
- Pended claims report
- Listing of claims in subrogation
- Specific claim files that might be pending reimbursement
- Aggregate claim report
- Run out claims (who will pay these; who pays them and final report when completed)
- Prior Certificate Booklet or Plan Document with all amendments

*Additional requirements may be requested by specific carriers.

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