aetna®

Pennsylvania
Employer Application

FOR GROUP COVERAGE (GROUPS WITH 1 - 50 EMPLOYEES)

Life, Accidental Death & Personal Loss Coverage (AD&D Ultra®), Disability, and Aetna Vision℠ Preferred plans are underwritten by Aetna Life Insurance Company. Aetna PPO plans and Aetna Indemnity plans are underwritten by Aetna HealthAssurance Pennsylvania, Inc. and/or Aetna Life Insurance Company. Aetna HMO plans, Aetna QPOS plans, Aetna HNOnly plans and Aetna HNOption plans are underwritten by Aetna Health Inc. and Aetna Health Insurance Company. Aetna Dental plans are provided or administered by Aetna Life Insurance Company. For Vision coverage, certain claims administration services are provided by First American Administrators, Inc. and certain network administration services are provided through EyeMed Vision Care, LLC ("EyeMed").

Company name (Legal name)	Doing business as (if applicable)		
Street address (PO box not acceptable)	City	State	ZIP code
Billing address (if different from above)	City	State	ZIP code
Phone number ( )	Fax number ( )		
Are there additional addresses or locations for this business? ☐ Yes ☐ No If **yes**, provide all addresses and locations.			
Company contact – Name and title	Company contact email		
Billing contact name (if different from company contact) *Online statements available. Activate access to your eBusiness account at* ***www.aetna.com/employersregister*** *when you get your approval letter.*	Billing contact email		
Enrollment contact name (if different from company contact)	Enrollment contact email		
SIC code / Nature of business	Federal tax ID number	Date business established (Month/Year):	
Employer classification ☐ S Corp ☐ C Corp ☐ Nonprofit ☐ Partnership ☐ Sole proprietor ☐ LLC filing 1065 ☐ LLC filing 1120 ☐ LLP ☐ Other: _____			

Effective date of group plan – The actual effective date will be assigned by the Aetna underwriting department.

Requested effective date (may be the first or fifteenth of the month only): _____

Please keep a copy of this application for your records. If Aetna accepts the application, it becomes part of the issued Group Agreement and/or Group Policy.

Medical coverage selection

*To enroll, check one under the **Metal** category and one under the **HSA** category. Then check one under **Product type / Plan option** and write in the elected plan option.*

Does this group have a flex plan under Section 125 of the Internal Revenue Service code? ☐ Yes ☐ No

Choose 1

Metal

☐ Platinum ☐ Gold ☐ Silver ☐ Bronze

Choose 1

HSA

HSA (Health Savings Account): ☐ Yes ☐ No

Product type / Plan option

- ☐ HMO _____
- ☐ Savings Plus HNOnly _____
- ☐ HNOnly _____
- ☐ QPOS _____
- ☐ PPO _____
- ☐ AWH (Aetna Whole Health) HNOption _____
- ☐ HNOption _____
- ☐ Indemnity _____
- ☐ Other _____

Dental coverage selection

Non-voluntary plan – Plan option name _____ Option number _____

Voluntary plan – Plan option name _____ Option number _____

All dental plans are available with an Aetna medical plan. Voluntary dental options are only available to groups with 3 or more employees. Orthodontic coverage for dependent children is optional to groups with 10 or more eligible employees with a minimum of 5 enrolled employees.

Vision coverage selection

Aetna Vision℠ Preferred – Plan option name _____

All vision plans are available standalone or in addition to other Aetna coverage selections.

Life and disability coverage selection

- Groups of 2 to 9 eligible employees are limited to one class.
- Groups with 10 to 50 eligible employees may select one, two, or three classes.

Life for groups with 2 to 9 eligible employees	☐ 10,000	☐ 15,000	☐ 20,000	☐ 50,000			
Life for groups with 10 to 50 eligible employees	☐ 10,000	☐ 15,000	☐ 20,000	☐ 50,000	☐ 75,000	☐ 100,000	☐ 125,000
Optional dependent term life for groups with 10 to 50 eligible employees	☐ Yes	☐ No					
Short term disability for groups with 2 to 50 eligible employees	☐ Option 1 EP=1/8	☐ Option 2 EP=8/8	☐ 100	☐ 200	☐ 300	☐ 400	☐ 500
Life and disability packaged plan for groups with 2 to 50 eligible employees	☐ Low	☐ Low 2	☐ Medium	☐ Medium 2	☐ High		
Class description	**Class 1:**	**Class 2:**	**Class 3:**				

Business eligibility

Is your company a subsidiary of another company, an affiliate of another company, or under common control with another company?	☐ Yes ☐ No
Does your company file state or federal taxes with another company or other companies on a combined or consolidated basis?	☐ Yes ☐ No
Are there any associated companies to be included with this group that are commonly owned?	☐ Yes ☐ No
Are multiple companies or multiple addresses to be included under this plan?	☐ Yes ☐ No

If you answered **yes** to any of these questions, complete the information below.

- If you file or are eligible to file multiple businesses under one tax ID number, all businesses must be included as one group.

Business name	Tax identification number	Owner's name	Percentage of ownership	Number of employees	Is group to be included?
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No
					☐ Yes ☐ No

If you have answered **no** to "Is the group to be included" above, explain why.

Do you use the services of a payroll company? If **yes**, provide the name of the payroll company.		☐ Yes ☐ No
Are you currently a client company of a professional employer organization (PEO)?		☐ Yes ☐ No
If yes	- Provide the name of the PEO: _____	☐ Yes ☐ No
	- Is group coverage available to you as a client of a PEO?	☐ Yes ☐ No

Participation

How many hours a week must your employees work to be eligible for coverage?			
Number of employees eligible for coverage (employees working the minimum hours to be eligible for coverage)			
Number of employees enrolling		Number of employees waiving Aetna coverage	
Number of full-time employees excluding union employees		Number of employees working outside Pennsylvania List all states _____	
Number of part-time employees		Number of employees not actively at work	
Number of 1099 employees		Number of COBRA continuees	
Number of union employees		Number of employees in waiting period and not eligible	

Excluded classes: ☐ Union – Local number: _____

Are domestic partners to be included? ☐ Yes ☐ No If **yes**, it is assumed this applies to both same sex and opposite sex partners unless you notify Aetna differently.

Overage dependent extension

Aetna's standard limiting age for dependents is up to age 26. Indicate below if you elect to extend this group health insurance coverage to eligible dependent children up to age 30.

☐ Yes, I elect to extend coverage to eligible dependent children up to age 30. I understand: 1) these dependents must satisfy state-mandated eligibility criteria; 2) these dependents must apply in writing; and 3) the dependent is responsible for the full premium cost of the continued coverage. Please provide employees with Pennsylvania DU30 Supplemental Enrollment Form.

☐ No, I do not elect to extend this group coverage to overage dependents.

Total average number of employees

You MUST supply this number: To calculate average number of employees, determine the number of employees for each month, add each month's number to get an annual total, and then divide by 12. Round up or down to the nearest whole number. For example: 24.6 = 25. Do not spell out the number. For example: write 3, not three. **NOTE:** This information is for rating purposes and to determine group size.

What is the average number of employees you employed for the entire previous calendar year regardless of whether or not they were eligible for coverage? An employee is defined as any person for whom the company issues a W-2, including full time, part time, and seasonal workers, and regardless of insurance eligibility. The determination of how to count employees of related corporate entities when calculating group size for medical loss ratio (MLR) purposes is based on whether the entities are considered a single employer under Section 414 of the Internal Revenue Code (subsection (b), (c), (m), or (o)) – and is not based on the multiple tax ID status of the related entities.	

Medicare primary versus secondary

How many full-time and part-time employees have you employed for at least 20 or more weeks during the current or prior calendar year? *Include: Full time, part time, seasonal, temporary, union, owners, partners, officers* *Exclude: Self-employed persons, independent contractors (1099), directors* If you employed fewer than 20 employees for 20 weeks in the current or prior year, your group is Medicare primary. If you employed 20 or more employees for 20 weeks in the current or prior year, your group is Aetna primary.	

COBRA / TEFRA / DEFRA

Is your employer group required to comply with COBRA?	☐ Yes ☐ No
How many full- and part-time employees did you employ 50 percent of the business days in the prior calendar year? *Include: Full time, part time, seasonal, temporary, union, owners, partners, officers* *Exclude: Self-employed persons, independent contractors (1099), directors* Each part-time employee counts as a fraction of an employee, with the fraction equal to the number of hours that the part-time employee worked divided by the hours an employee must work to be considered full time.	
Are any present or former employees or dependents currently on or eligible to elect COBRA? If **yes**, enter information below. Attach a separate sheet, if needed.	☐ Yes ☐ No

Name of applicant	Qualifying event (e.g., termination of employment, divorce, etc.)	Date of qualifying event	Date COBRA coverage terminates

Benefit waiting period

The eligibility date will be the first day of the policy month after the waiting period for 0, 30 or 60 days. Policy month refers to the contract effective date of the first or fifteenth of the month.
If "0 days" is selected and the employee is hired on the first day of the month, the effective date will be the date of hire.
If the group has a fifteenth day of the month bill cycle, the new hire will be effective on the fifteenth day of the month after the waiting period chosen.

Do you want to waive the waiting period for present employees enrolling with the group (even those who have not met the full waiting period)?	☐ Yes ☐ No
Benefit waiting period for future employees: First day of policy month following:	☐ 0 days - A date of hire effective date is not allowed. ☐ 30 days ☐ 60 days
Is a dual waiting period offered? If **yes**, provide the two classes of employees below:	☐ Yes ☐ No

Class 1 name: _____ Class 1 waiting period: _____
Class 2 name: _____ Class 2 waiting period: _____

Employer premium contribution(s)

Coverage	Medical	Dental	Basic life	AD&D Ultra®	Short term disability	Packaged life and disability
Employer premium contribution for employee	$_____ or _____ %	%	%	%	%	%
Employer premium contribution for dependent	$_____ or _____ %	%	%	%	N/A	N/A
Employee disability tax contribution *(check one)*					☐ Pre tax ☐ Post tax	☐ Pre tax ☐ Post tax

Prior carrier information

Is this plan total replacement of any existing group plans?	Carrier name	Phone number	Start date	End date
Current medical carrier ☐ Yes ☐ No				
Current dental carrier ☐ Yes ☐ No				
Current life / AD&D carrier ☐ Yes ☐ No				
Current STD carrier ☐ Yes ☐ No				

My current group dental plan has the following (Check all that apply):

☐ Discount dental ☐ Preventive only ☐ Preventive and basic ☐ Major services ☐ Orthodontia – Ortho max $ _____

Be sure to submit a copy of the most recent dental benefit summary to receive credit for major and ortho coverage.

Has your business ever been insured with Aetna? If **yes**, provide group number: _____ ☐ Yes ☐ No

Signature section

The Applicant agrees that at no time shall any employee be permitted or required to contribute for non-contributory coverage; or, unless the change is approved in writing by an authorized representative of Aetna, to make contributions for contributory coverage at a rate higher than the initial contribution rate applicable for the employee's then current coverage. It is agreed that no coverage shall become effective as to any person who is not then a full-time employee, regularly performing the duties of his or her occupation, unless otherwise specifically provided in the plan documents (which consist of the Group Policy and/or Group Agreement). All statements herein shall be deemed representations and not warranties.

The Applicant acknowledges that it has selected this plan based upon written information provided by Aetna and that no broker, agent or consultant is authorized to modify the terms of the offer or to agree to changes. All material terms of plan coverage are set forth in the plan documents. Applicant agrees to make payroll and other records directly related to employee's plan coverage available to Aetna for inspection, at Aetna's expense, at Applicant's office, during regular business hours, upon reasonable advance request. This provision shall survive termination of plan coverage and the applicable plan documents.

Applicant has selected, in accordance with applicable state law, the plan to be offered to Applicant's employees and Applicant has solely determined any/all plan options for the Applicant's employees and the contribution amounts.

In accordance with current IRS regulations and the 1986 Tax Reform Act, a life insurance position schedule may be deemed discriminatory and result in imputed income tax to certain employees and possibly an excise tax to employers. Employers should consult with legal counsel prior to electing a position schedule. Aetna disclaims any responsibility if the employer elects such a position schedule and it is later deemed discriminatory.

Information on agent's compensation is available from your agent or at Aetna.com.

The plan documents will determine the contractual provisions, including procedures, exclusions and limitations relating to the plan and will govern in the event they conflict with any benefits comparison, summary or other description of the plan.

Participating physicians, hospitals and other health care providers are independent contractors and are neither agents nor employees of Aetna.

Applicant agrees to deliver, or otherwise make available to enrollees, all Aetna paper or online member documents and other plan-related materials upon request by Aetna.

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

All data that may have a bearing on coverage or premiums will be open for Aetna to inspect while the plan coverage is in force.

The availability of a plan or program may vary by geographic service area. Some benefits are subject to limitations or maximums.

Aetna does not provide health, dental or vision care services and, therefore, cannot guarantee any results or outcome.

I hereby apply for the coverage(s) indicated above. I certify that all information provided in this application is accurate and complete.

I understand that this application will form a part of the Group Agreement or Group Policy issued by Aetna (a sample of which may be available on request), and by my signature below I agree to be bound by the terms and conditions of that Group Agreement or Group Policy.

I understand that Aetna will rely on the information I provide in determining eligibility for coverage, setting premium rates, compliance with applicable laws, and other purposes, and that any material misrepresentation or fraudulent statement may result in rescission of coverage under the group policy, rescission of the group policy, termination of coverage, increase in premiums, or other consequences. Aetna reserves the right to audit and to request documentation as evidence of business activity at any time and from time to time in order to validate my compliance with eligibility and underwriting guidelines as well as validate the applicability of State and Federal laws. I understand that my failure to comply with any such request may also result in termination of coverage, increase in premiums, or other consequences.

Continued on next page

Signature section *(Continued)*

JOINDER AGREEMENT - REQUEST FOR PARTICIPATION (For life, disability, accidental death and personal loss coverage employee benefits): The undersigned employer agrees to the establishment of an insurance trust fund ("Fund") for the purposes of implementing a Trust Agreement ("Agreement"), and to the designation of the U.S. Bank National Association as "Trustee" for the Fund and Agreement. The undersigned, as a Participating Employer in the Industry Trust corresponding to the standard industry classification ("SIC") code listed above: 1) agrees to be bound by the terms of the Agreement and the policy issued to the Trustee (including any amendments); 2) requests coverage for its eligible employees under the policy (subject to applicable underwriting requirements) as of the effective date requested or as of the date of approval of the Employer for participation under the Agreement, whichever is later, and continue as long as the Employer remains actively in business; and 3) agrees to make the required contributions to the Fund; in the event of default, it will be liable to the insurer for such unpaid contributions for the coverage period, and such insurer will terminate coverage. The insurer may also terminate coverage as of the date the group fails to meet minimum underwriting requirements in effect on that date. In addition, the Participating Employer, in accordance with ERISA Title I Section 503, designates Aetna Life Insurance Company ("Aetna") as the Named Fiduciary under the Plan, with complete and discretionary authority to review all denied claims for benefits under the Plan, and to construe disputed/doubtful Plan terms. Aetna shall be deemed to have properly exercised such authority unless it has abused its discretion by acting arbitrarily and capriciously.

ELECTRONIC ENROLLMENT, BILLING, PAYMENT AND ACCESS AGREEMENT

Enrollment: As part of your participation date, the following terms and conditions apply:

1. You agree to keep copies (paper or electronic) of actual enrollment forms and agree to maintain a reasonably complete record of enrollment and eligibility information (via electronic, interactive voice response technology and/or hard copy format), including evidence of coverage elections, evidence of eligibility, changes to such elections and terminations. Records must be available to Aetna upon request and retained for seven years.
2. For electronic enrollment submissions or changes you agree to create and maintain the records on secure information systems that can generate hard copy records of enrollments or changes entered or maintained on those information systems. Any hard copy records generated pursuant to this provision shall meet reasonable standards of availability, authenticity, non-repudiation and integrity.
3. You represent that all enrollment and eligibility information presented to Aetna is accurate and timely updated. You acknowledge that Aetna can and will rely on such enrollment and eligibility information in determining whether an individual is eligible for benefits under the plan. In the event of a discrepancy between enrollee information (including salary data) submitted and information actually presented by the enrollee on any particular claim for benefits, and the result is that Aetna must pay a higher benefit to reflect the actual information presented by the enrollee, you agree to pay promptly to Aetna applicable back premiums accruing as of the date on which the enrollee's information changed.
4. Insured plans must either (1) use Aetna-supplied forms in paper format or electronic format or (2) agree to incorporate the following four points into your enrollment materials.
   a. Names(s) of the Aetna company offering the insurance coverage
   b. State-specific fraud warning statement
   c. A statement that the terms of the insurance documents will govern the member's rights and responsibilities
   d. An acknowledgment that participating providers are not agents or employees of Aetna and that network composition can change.
5. You are responsible for adhering to both state and federal laws and regulations when submitting terminations to Aetna.
6. If otherwise permitted, when retro-terminations are submitted, we will regard the submission as verification that no premium/contribution was paid by the member/dependent for that period.

Billing / Payment: You agree to receive your bill online each month. Any contractual provisions related to nonpayment of premium continue to be applicable. I / we understand and agree to the terms set forth in this agreement. By signing below, I represent that I am authorized to sign this agreement.

Access: The undersigned employer agrees that each employee will agree to terms associated with the issuance and use of his/her password and system access. An individual's password may be used only by that individual to access the system and may not be shared for any reason. Each individual is personally responsible for the information entered into the system. If an individual to whom a password has been issued becomes aware of a security breach (an incident in which there occurs attempted or unauthorized access, use, disclosure, modification, or destruction of information or interface with system operations), they agree to contact Aetna.

EMPLOYER ACKNOWLEDGMENT – EMPLOYER WAITING PERIOD

Starting with plan years on or after January 1, 2014, the Affordable Care Act and subsequent federal regulations prohibit group health plans and health insurance issuers from requiring any otherwise eligible plan participants and beneficiaries (employees and dependents) to wait more than ninety days before their health coverage is effective. The regulations define group health plan as the employer or plan administrator. The issuer is defined as the insurance company. Since the requirement applies to both the group health plan and the issuer, each party's obligation is satisfied if the ninety (90) day waiting period is honored. However, if neither party complies, both are subject to penalty.

The Employer Group Policyholder ("Employer") represents that it provides to Aetna, effective date information regarding plan participants and beneficiaries that takes into account the eligibility conditions and waiting period requirements required under federal law, in order for such plan participants and beneficiaries to become eligible for coverage under the Employer's group health insurance coverage with Aetna. In compliance with the waiting period requirements, Aetna shall use the effective date information provided by Employer to enroll such plan participants and beneficiaries in the Employer's group health insurance coverage. In the event this information changes, the Employer shall inform Aetna immediately.

Continued on next page

Signature section *(Continued)*

SUMMARY OF BENEFITS AND COVERAGE (SBC) FOR GROUP HEALTH PLAN – PLEASE READ. YOU MUST CHECK BELOW TO CONFIRM:
In accordance with my contract with Aetna to distribute information related to enrollment/coverage information,

☐ I have ☐ I have not

received the Summary of Benefits and Coverage document (**https://www.aetna.com/sbcsearch/home**) associated with the plan information referenced in this application. I confirm I have provided SBCs to plan participants and beneficiaries in compliance with the federal regulations and guidance, including the requirements for timely delivery, on this date _____ (MM/DD/YYYY). For information on the SBC regulations and distribution requirements, please review the regulations at the HHS website: **http://cciio.cms.gov/resources/other/index.html#sbcug**.

Signed at city, state	Applicant (company name)
Authorized applicant signature	Official title
Print name of authorized applicant	Date

Agent or broker certification

I certify that I am not aware of any information not disclosed in this application by the client that may have bearing on this risk, for all products being applied for.

I represent that I am licensed to sell Aetna products in the state of Pennsylvania.

I certify that I have advised the client not to terminate any existing coverage until receiving written notice from Aetna that the coverage being applied for by this application is accepted.

IMPORTANT: Check applicable box if submitting through:

☐ Aetna Marketplace ☐ Private exchange – vendor name: _____

☐ TPA – vendor name: _____

Agent or broker name:				
Social Security number:		National producer number:		
Agency name:		TIN:		
Pay commissions to (check one): ☐ Broker ☐ Agency		Phone: ( )	Fax: ( )	
Address:		City:	State:	ZIP:
Signature:	Date:	Email:		% of credit:
Broker admin assistant name:		Broker admin assistant email:		

Agent or broker name:				
Social Security number:		National producer number:		
Agency name:		TIN:		
Pay commissions to (check one): ☐ Broker ☐ Agency		Phone: ( )	Fax: ( )	
Address:		City:	State:	ZIP:
Signature:	Date:	Email:		% of credit:
Broker admin assistant name:		Broker admin assistant email:		

General agent name:	TIN:		
Selling agent name:	Email:		
Phone: ( )	Fax: ( )		
Address:	City:	State:	ZIP:
Signature:		Date:	
GA admin assistant name:	GA admin assistant email:		