

2018 Independence Blue Cross Group Checklist

1. 2018 Employer App
2. 2018 employee enrollment form
3. IBXpress Authorization/BOR form
4. Waiver forms
5. BC Eligibility Form- This is only needed if the owner does not appear on the UC2A form (then we would need the tax docs listed on the form in addition to the UC2A form)
6. Current quarter UC2A form
7. Copy of quote with plan selection circled/signed by owner (rates change by quarter, so make sure the quoted rates match requested effective date)
8. First Month's Premium Check made payable to Independence Blue Cross (we can take a copy to process/mail the original to our office)

Submit Paperwork by the 10th of the month prior to effective date (if the 10th falls on the weekend, submit by the following Monday)

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