

See attached checklist/paperwork for Aetna Life/Dental.

Remember to include:

1. Current UC2A/ownership tax docs-- Mark any part-time or termed employees on the UC2A, and owner must sign
2. If paying by monthly check, include copy of check/mail original to our office, or they can pay by EFT (see attached form)
3. Include signed dental/life rate sheet from quote
4. Use Eligibility Form if owner is not on the UC2A and include owner docs
5. Include Prior Group Dental Bill and Benefit Summary for Dental (if applicable)

For a 2/1 effective date, please submit paperwork by 1/8.

For a 2/15 effective date, please submit paperwork by 1/23.