



### Notice of Late Submission and Request for Processing Exception

In accordance with the policies of the Hospitality Health Insurance Trust (HHI), Total Benefits Solutions (TBS) will not process new business forms for group insurance benefits unless TBS receives all necessary information by the 23<sup>rd</sup> of the month prior to the proposed effective date of coverage. This date is the 15th if purchasing Aetna medical. The group named below has missed the processing deadline for the requested coverage effective date. However, HHI permits TBS to grant an exception allowing TBS to process a late submission at its own discretion.

Before TBS will consider an exception request, both the proposed group representative and the group's broker must agree to the following terms and conditions and must acknowledge this agreement by signing below. An exception will be granted only when this form is approved and signed by an authorized TBS representative.

1. Processing a group coverage submission takes time and the submission delay means that beneficiary identification cards, plan documents, and insurer acceptance of claims will be delayed as well. Beneficiary access to benefits may result in delays of at least 30 days following submission of group information.
2. Although TBS will process the group submission, this exception is not a guarantee of coverage, and the group should take necessary precautions to avoid gaps in benefit coverage. Until TBS provides group approval and final rates for benefits, proposed beneficiaries will not have access to benefits nor will HHI honor requests for early access to benefits.
3. The group representative and/or broker agree to advise proposed beneficiaries (e.g. employees and dependents) of the submission delay and of the consequences of this delay as outlined in this exception request.

Name of Proposed Group: \_\_\_\_\_

Group Representative Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Representative Title: \_\_\_\_\_

Broker Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

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This exception request is:

Accepted

Rejected

HHI Representative: **X** \_\_\_\_\_ Date: \_\_\_\_\_