

New Group Submission Checklist

Email Completed Paperwork to: HHI@tbsmga.com

All pages should be completed and signed by the plan sponsor and broker. Ensuring all fields are complete will speed up the process.

Employee Enrollment Census

- All employee and dependent information should be provided including physical home address (PO box can only be used as mailing address).
- COBRA eligible and active participants must be on the census. Hospitality Health Insurance reserves the right to deny coverage due to late submissions.

Hospitality Health Insurance Participation Agreement

SIMON Access Form

This will list anyone you want to have access to billing and eligibility in SIMON. Anyone on the PA Form will also get an invite for SIMON

Notice of Late Submission Form

Signed Final Rates Page

- To confirm the sold rates and plan election, please submit the plan sponsor signature page for each line of coverage (medical, and ancillary) and plans elected should be marked with an X.

Aetna Additional Group Requirements

- **Aetna ARI Form & Sponsor App**
- **Aetna Initial Enrollment Spreadsheet**

Prior Carrier Invoice (if applicable)

Prior Dental Benefits Summary (if applicable)

- Required to receive credit for major and orthodontic coverage (if elected).

If you're a new broker to HHI, please ensure you send the following items:

- In order to pay commissions, you will need to be appointed with the carriers your group is accepting.
- We will need a State of WA W-9, current E & O Policy information, State license where policies will be sold (i.e. WA), Vimly ACH Form .

Broker Commission is 5% on all lines. Implementation takes about 2-4 weeks, dependent on time of year. Please ensure all forms and documents are complete before sending to TBS to ensure efficacy and accuracy. Send all inquiries to hhi@tbsmga.com.

**Please note that all required documents must be signed by the same group representative.*