

# 2021 Group Renewal Checklist

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## FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date, ensure Premera receives all completed enrollment materials by the **10<sup>th</sup> of the month for the following month's effective date**. Materials received between the **11<sup>th</sup> and 20<sup>th</sup> of the month** must include a signed **Late Acknowledgment Letter**. Incomplete materials may cause delays renewing a group.

Please confirm with your General Agency partner cut off dates specific to their agency.

Enrollment materials cannot be received by Premera after the 20<sup>th</sup> of the month for the following month's effective date.

1. **Complete the necessary renewal forms.** All forms are available at [premera.com](https://premera.com).

- [Group Verification Report](#) (sent with renewal information)
- [2021 Group Master Application Benefit Selections Up to 50](#)
- [Group Master Application Dental Benefit Selections up to 50](#)
- [2021 Member Enrollment and Change Application](#) - for open enrollment changes only  
(Employees must include date of hire)
- [Late Enrollment Acknowledgement Form](#) (if applicable)
- [Group Attestation Form and W-2](#) (if applicable)

2. If renewing with a new HSA plan, please complete the following forms if electing Connect Your Care (CYC) banking services:

- [Funding Account Setup - For Metallic Groups](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

3. Send all completed renewal materials to your general agency partner:

- o [Connexion Insurance Solutions](#)
- o [ProPoint LLC](#)
- o [S4 Benefits](#)

**Questions?** Please contact your General Agency partner.