

# 2024 Group Renewal Checklist

## FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date, ensure Premera Blue Cross receives all completed enrollment materials by the **10th of the month for the following month's effective date**.

Materials received between the **11th and 20th of the month** must include a signed copy of the Late Enrollment Acknowledgment letter (below). 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).

- [2024 Group Master Application Benefit Selections](#)
- [2024 Group Master Application Dental Benefit Selections](#)
- [2024 Member Enrollment and Change Application](#) - for open enrollment changes only  
(Employees must include date of hire)
- [Late Enrollment Acknowledgement letter](#) (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 HSA banking services:**

- [2024 Funding Account Setup](#)
- [Funding Account ACH Authorization Form](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

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

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

**Questions?** Please contact your general agency partner.