

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 20th of the month for the following month's effective date.

1. **Complete the necessary renewal forms.** All forms are available at 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.