

Small Group Late Enrollment Acknowledgement

We want you to know that while we will certainly do our best to implement your group as quickly as possible, Premera must receive 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 **Late Acknowledgment Letter**. Incomplete materials may cause delays renewing a group.

Enrollment materials received after the 10th of the month will likely experience delays in receiving the following:

- ID cards
- Access to Pharmacy Benefits
- Benefit Booklets
- Initial Billing Statement
- Access to HSA funds (if selected), for employee reimbursement of claims activities incurred prior to the HSA set-up being complete

In addition, late enrollments and renewals will impact employee awareness and access to the wellness program. We are unable to extend the wellness program completion dates due to late enrollments or renewals.

ATTESTATION: Please sign below to acknowledge you understand the potential impact to your employees and their families and have told them of these impacts by sharing the following statement with them:

Due to late submission of our health benefit enrollment materials, your family may not receive your ID cards or be able to access pharmacy benefits by the effective date of coverage. Initially, you may need to pay upfront for services until you're entered into the Premera system.

If you selected an HSA plan, you will not be able to use your Premera HSA funds to refund any claims incurred prior to the setup of the HSA plan.

Group Name

_____ Title _____
Group Representative Name (Please Print)

_____ Date _____
Signature

General Agent/Producer of Record (Please Print)

_____ Date _____
Signature