

CIGNA HealthCare Small Group Sales  
2 College Park Dr  
Hooksett, NH 03106  
Telephone: 800-456-6575  
Facsimile: 603-268-7973



## LATE PAPERWORK FORM

Producers, if group enrollment paperwork is not received 15 calendar days prior to the requested effective date, this form must be filled out by the group administrator and submitted with their completed paperwork to our Small Group Sales Office.

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

We the undersigned understand that if we are requesting a coverage date that will put our enrollment paperwork in CIGNA's office 15 calendar days or less prior to our effective date the following will apply:

**The group cannot be submitted to underwriting if all the necessary information has not been received.**

**System activation may not occur on or before the effective date.**

**ID cards will be delivered 10-15 business days AFTER the group has been approved in underwriting.**

If a group comes in prior to 15 calendar days before the requested effective date the above conditions will apply if all of the required information has not been submitted.

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_