



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

LATE PAPERWORK FORM

This Late Paperwork Form is required in all instances when Enrollment Forms and related group paperwork are not submitted to CIGNA HealthCare 15 days prior to a group's requested Effective Date. Acceptance of the terms outlined below, indicated with a signature by the Group Administrator, is required and must be submitted with the completed paperwork to our Small Group Sales Office.

Group Name: _____

Address: _____

We, the undersigned, understand that if we are requesting an Effective Date that does not allow for a 15 days processing turnaround by CIGNA HealthCare, the following applies:

The Group will not be submitted to Underwriting until ALL of the necessary information has 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 accepted by Underwriting.

NOTE: If Enrollment Forms and related group paperwork is received within the 15 day processing turnaround required by CIGNA HealthCare, but the paperwork is incomplete or missing documents, the conditions above also apply.

Name (please print): _____

Signature: _____

Date: _____