

CIGNA 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: _____