

Small Group Plans

Insured by Connecticut General Life Insurance Company (CGLIC)
and Cigna HealthCare of Arizona, Inc.

Arizona Small Group NEW BUSINESS SUBMISSION CHECKLIST



For groups with 2-50 eligible employees

The Small Group Employer Application should be completed with the assistance of your authorized Broker or Cigna Sales Representative. Please be certain your submission contains the following required documentation:

- A completed Small Group Employer Application
- Completed Employee Enrollment/Change of Coverage Forms for all eligible employees and COBRA enrollees
- Waivers for all employees and/or dependents and COBRA eligible, who are eligible to enroll, but at this time are waiving coverage (Sections 1 and 4 of the Employee Enrollment/Change of Coverage Forms.)
- A copy of the most recently filed Quarterly Wage and Tax Statement (QWTS) which must contain the names, wages and taxes withheld for all employees. On the QWTS indicate status of employee (such as full-time, part-time, seasonal, terminated, etc.)
- For Groups that have not been in business long enough (three months) to have filed a Quarterly Wage and Tax Statement: In lieu of the Quarterly Wage and Tax Statement, provide the most recent two consecutive weeks' payroll records which include hours worked, wages earned and taxes withheld
- If a Group was formerly part of a Professional Employer Organization (PEO), a copy of the letter terminating the PEO arrangement and signed by the PEO and the Group, must be submitted
- The Rate Proposal
- Copy of the prior carrier billing statement

- A check equal to the first month's premium payment
- Late paperwork form (if submitted within 15 days of the effective date)
- CBAF Form

Groups may request a 1st or 15th of the month effective date. Completed paperwork must be received by Cigna no later than 30 calendar days prior to the requested effective date.

For additional details, questions about the health plan and help with completion of the forms, consult your authorized Cigna Agent or Broker or call Cigna at 1-800-456-6575. After enrollment, if you or your employees have questions about your health care plans, please call the number on your Cigna ID card.

Please provide these documents to your Broker or Agent for submission to Cigna. If you are not working with an agent or broker, please send these documents to Cigna at the address in the box below.

**Cigna
Small Group Sales
2 College Park Drive
Hooksett, NH 03106**

**Phone Number: 1.800.456.6575
8:00 am to 5:00 pm Eastern Time
Fax: 603-268-7973
Email: Nesmallgroup@cigna.com**

GO YOU[®]



"Cigna," "GO YOU" and the "Tree of Life" logo are registered service marks of Cigna Intellectual Property, Inc., licensed for use by Cigna Corporation and its operating subsidiaries. All products and services are provided by or through such operating subsidiaries, and not by Cigna Corporation. Such subsidiaries include Connecticut General Life Insurance Company (CGLIC), Cigna Health and Life Insurance Company (CHLIC), and Cigna HealthCare of Arizona, Inc. In Arizona, HMO plans are offered by Cigna HealthCare of Arizona, Inc. All other medical plans in Arizona are insured by CGLIC or CHLIC.