

## GROUP 2 to 50

### NEW GROUP SUBMISSION CHECKLIST

Please confirm all items are attached by checking the box. If items are not complete and/or documents are not enclosed, the review of the submission will be delayed. All new business submissions must be submitted no later than the required due date. Attach this checklist with your new group submission.

New business submission email: [mewanewbusiness@concordmgt.com](mailto:mewanewbusiness@concordmgt.com)

- Broker of Record letter (If applicable)**
- Proof of Membership Documentation (Select One)**
  - Employers ASSOCIATION OF New Jersey (EANJ) Membership # \_\_\_\_\_
  - Medical Society of New Jersey (MSNJ) – Paid Invoice/Membership Letter
  - BioNJ – Membership Letter
  - New Jersey Chamber of Commerce – Membership Letter
  - Hospital IPA/Membership letter
- Completed and Signed New Group Health Plan Contract (Sections 1-7)**
- Completed and Signed Employer Certification Form**
  - Page 1 – Employee Calculations, Total Benefit Eligible Employees Section should equal to letter (A)
  - Page 2 - Signatures, Census Grid
  - If providing your own Census, columns must match Census Grid on Page 2, DO NOT ADD COLUMNS
- Attach Payroll Verification – Required Tax Documents for groups with 2-5 eligible employees.**
  - Last two quarters of WR-30 (1 Full Time eligible employee must be provided a W-2 and listed on the most recent quarterly wage and tax statement (QWTS/WR-30 and employee must have worked 13 weeks in each of the last two quarters)

*-For Owners not on WR-30-*
  - K1 or Schedule C with personal 1040. (If there is an amount on line 1 of personal 1040, a W-2(s) must be provided to account for total amount)
- Attach Employer Certification for Groups with 6-50 eligible employees.**
- Completed and Signed Employer Plan Selection Form**
- Completed and Signed Employee Benefit Enrollment Forms**
  - Total forms Equals Page 1 of Employer Certification – Total# Eligible Employees applying/enrolling
  - COBRA Questionnaire for members who are currently enrolled with COBRA or DU31 benefits (applicable for groups who elect OCA as the administrator)
- Completed and Signed Employee Waiver Forms**
  - Total forms Equals Page 1 of Employer Certification – Total # Eligible waving with and without other coverage
- Signed Rates & Plans**
- Name of Current Carrier and Plan Design**
- Were you previously enrolled with the plan? \_\_\_\_\_No \_\_\_\_\_Yes Dates: \_\_\_\_\_**
- Attach Binder Check (provide a copy with paperwork) and mail 1<sup>st</sup> months healthcare fees payable to:**

APEMT/Members Health Plan NJ  
P.O. Box 412491  
Boston, MA 02241-2491

FOR OFFICE USE ONLY

Submission Date: \_\_\_\_\_ Received By: \_\_\_\_\_  
Submitted By: \_\_\_\_\_ Approved By: \_\_\_\_\_