WA Renewal Submission Checklist - Small Group *(under 50 lives)*

Renewals are released approximately 45 days prior to the effective date. Documentation is required for all groups. Below is an outline of the paperwork required for submission; instructions can also be found on pages 1-2 of the renewal quote.

- **Renewing Groups:**
  - o **Signed Plan Sponsor Signature Page**: page located in the renewal quote; indicate which plan(s) the group would like to renew with by marking the plan selection and completing the signature portion. Age-banded rating is available upon request.
  - o **Employee Enrollment Census** *(if applicable)*: for groups making plan changes <u>with multiple plan selections</u>; employee plan selections must be submitted for groups making plan changes *and* offering multiple plans. To assist, a census template is available on the TBS website. The template can also be used to submit open enrollment changes.
  - o **Open Enrollment Changes** *(if applicable)***:**
    - Enrollment forms can be submitted to enrollment@tbsmga.com. The updated form can be found at www.tbsmga.com.
    - As mentioned above, enrollment changes can also be submitted on the renewal census template with the renewal paperwork.
  - o **Adding New Lines of Coverage**: Adding ancillary lines of coverage is easy at renewal! For your convenience, available lines of coverage have been presented on the renewal quote. A GMA and enrollment census are required to enroll; please contact the TBS Renewal Team for all the current paperwork necessary.

- **Cancellation:**
  - o **Formal Cancellation Letter:** Aetna requires a cancellation letter on the group company letterhead to terminate benefits. The letter must be signed/dated with the termination date listed. All lines of coverage being cancelled should be specified (ex: medical, dental, life, vision).

Please forward these items to the TBS Renewal Team at renewals@tbsmga.com. For questions, contact us at 425-777-4650 and ask for a member of the Renewal Team to assist you.