



New Group Submission Checklist- Expat

Aetna International Expat Plans are effective on the 1st of the month and renew January 1st. All paperwork is required for submission 30 days prior to the effective date.

To be completed by the plan sponsor:

- AI Employer Application
- AI Joinder Agreement
- Electronic Publishing & Enrollment Agreement (e.Pub Agreement)
- Electronic Enrollment Spreadsheet
 - ❖ All enrolling members, including dependents, must be listed individually on their own separate line. Dependents should be listed directly under the employee.
 - ❖ Salary, Beneficiary, and EOI information are only required for groups purchasing a life policy
- Implementation Details Sheet- *All questions must be answered/completed.*
- Signed Rate Package/Late Submission Request- *Submissions are required 30 days prior to their effective date. This form is required for all submissions after this timeframe.*
- Check/Wire Transfer Confirmation
 - By Check
 - ❖ Scanned copy of the check is required prior to mailing to Aetna
 - ❖ Checks may be mailed to Aetna International at the following address:

Aetna International
151 Farmington Avenue, RE4K
Hartford, CT 06156
Attn: Mahalia Ledford
 - By Wire Transfer (*provide one of two options*)
 1. Printed confirmation of wire transfer
 2. Date, name, and exact amount sent for verification.

Note that the Control, Suffix, and Account Number will not yet be available. Transfer can be confirmed with information provided above.

All submissions are subject to Aetna Underwriting approval. Final rates are based on final enrollment. Evidence of Insurability (EOI) is required if life insurance exceeds \$75,000. Medical exam and EOI are required if life insurance exceeds \$150,000.

