



## 2020 New Group Enrollment Checklist

### FOR BUSINESSES WITH 1-50 EMPLOYEES

To guarantee your group's plan is active on the desired effective date, ensure S4 Benefits receives all completed enrollment materials by the **8th of the month for the following month's effective date**. Materials received between the **8th and 18th of the month** must include a signed **Late Acknowledgement Letter**. Incomplete materials may cause delays enrolling your group.

**Please confirm** with S4 Benefits, your partnering General Agency, specific cut off dates for that enrollment period as they do vary with each General Agency and Premera.

**Enrollment materials cannot be received by S4 Benefits after the 18th of the month for the following month's effective date.**

### Complete the necessary enrollment forms

*All forms are available at [Premera.com](http://Premera.com).*

[Group Master Application up to 50](#)

[Group Master Application Benefit Selections up to 50](#)

[Group Master Application Dental Benefit Selections up to 50](#)

[Member Enrollment and Change Application](#) for every eligible employee (must include date of hire)

Enrollment Spreadsheet in lieu of member enrollment and change forms.

[Small group member enrollment and change application \(Spanish version\)](#)

[Member Enrollment Census Spreadsheet](#) (Enrollment Spreadsheet is the preferred method of enrollment and required for groups with 10 or more employees.)

[Member Enrollment Census Spreadsheet Dual Class or Multiple Offering](#) (Enrollment Spreadsheet is the preferred method of enrollment and required for groups with 10 or more employees.)

[Late Enrollment Acknowledgement Form](#) (if applicable)

[Group size certification – Groups of 2 or Less and W-2](#) (if applicable)

### Additional forms required for HSA plans

[Personal funding account setup form](#)

[Personal Funding Accounts Enrollment and Change Application](#)

### Small group quote and quote census

Please ensure to include your sold quote with all final completed enrollment material.

[2020 complete guide to health plan benefits brochure.](#)

[2020 dual and triple choice program charts.](#)

**Send all completed enrollment materials to S4 Benefits at [S4support@rehnonline.com](mailto:S4support@rehnonline.com)**

**Please feel free to call 800-788-9155 if you have any further questions.**