



# 2025 New Group Enrollment Checklist

## FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date, confirm S4 Benefits receives all completed enrollment materials by the **8<sup>th</sup> of the month for the following month's effective date**. Materials received between the **9<sup>th</sup> and 18<sup>th</sup> of the month** must include a signed **Late Acknowledgment Letter**. Incomplete materials may cause delays in enrollment processing.

Enrollment materials cannot be received after the 18<sup>th</sup> of the month for the following months effective date.

- [Small Group Health Plan Guide up to 50](#)
- [Small Group Health Plan Guide up to 50 - HMO](#)
- [Small Group Multiple Choice Guidelines](#)
- [Small Group Multiple Choice Guidelines - HMO](#)

**1. Complete the necessary enrollment forms. All forms are available at [Premera.com](https://www.premiera.com).**

- [Small Group Master Application up to 50](#)
- [Small Group Benefit Selection Worksheet up to 50-Medical](#)
- [Small Group Benefit Selection Worksheet up to 50-Dental](#)
- [Small Group Benefit Selection Worksheet up to 50-Medical HMO](#)
- [Member Enrollment and Change Application](#) *(Census required for groups of 10+)*
- [Member Enrollment and Change Application-HMO](#) *(Census required for groups of 10+)*
- [Late Enrollment Acknowledgement Form](#)
- [Group Size Attestation form and W-2](#)

**2. Complete the following forms if electing an HSA plan and enrolling in Connect Your Care (CYC) banking services:**

- [Funding Account Setup-Small Groups](#)
- [Funding Account ACH Authorization Form](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

**3. Send all completed renewal materials with current your Small Group Quote and Quote Census to [Service@S4benefits.com](mailto:Service@S4benefits.com).**