

## 2019-2020 AGCWA Renewal Checklist

**Recommended date to return completed renewal materials = 1<sup>st</sup> of the month prior to renewal date**

☐ **Application for Coverage** – Completed and signed by employer and broker

- Review plan options available to your company for the new plan year.
- Elect your company's benefit offering.
- Review eligibility criteria and make changes for the new plan year.
- Review probationary period and make changes for the new plan year.

*Your completed and signed application for coverage is part of your annual contract.*

*Please review each option carefully.*

☐ **SBC Acknowledgement Form** – Signed by employer

☐ **COBRA Administrative Agreement** – Signed by employer (if applicable). If Vimly is already your COBRA administrator, it is not necessary to submit another signed copy of the agreement.

☐ **Late Submission Letter** – signed by employer and broker if renewal material is submitted after the 15<sup>th</sup> of the month prior to the renewal date.

☐ **Employee Enrollment Forms / Open Enrollment Changes** –

- Announce open enrollment to your employees
- Distribute Notice of Special Enrollment Rights to all eligible employees. (Notice is included in printed renewal materials.)
- Collect enrollments from each eligible employee. Keep signed employee enrollment forms in a safe place for future reference and audit
- Submit enrollment forms for newly enrolling employees or open enrollment changes.

**Completed renewal materials can be submitted electronically to  
[service@agchealthplansnw.com](mailto:service@agchealthplansnw.com).**

AGC Health Benefit Trust reserves the right to request additional information as it deems necessary in relation to processing your 2019 renewal application. Additional information may include, but not be limited to, quarterly wage and tax reports, payroll reports, etc.