

Renewal Application – **Recommended Due Date = May 1st, 2020**

- Review plan options available to your company for the new plan year
- Elect your company's choices.
 - Medical – Employee choice for medical. Employer selects the base plan and how much they are contributing to the base plan and employee picks the plan that fits their needs.
 - Dental/Life– Employer elects the coverage they want to offer. No employee choice.
 - Vision – Employee choice for vision. Employer selects to offer vision coverage and employee picks the plan that fits their needs.
 - Ancillary products - Employer selects to offer/decline coverage. No employee choice.
- Review eligibility criteria and make changes for the new plan year
- Review probationary period and make changes for the new plan year

The Renewal Application is part of your annual contract.

Please review each option carefully.

SBC Acknowledgement Form – Signed copy is part of your renewal application

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

Late Submission Letter – if renewal material is submitted after May 15th, 2020

Employee Enrollment Forms / Open Enrollment Changes –

- Announce open enrollment to your employees
- Do one of the following:
 - Submit employee enrollment forms for each employee on the plan – **OR** –
 - Submit electronic census enrollment template with all of your enrolling employee population information (located on website: www.agchealthplansnw.com/akadmin.htm)
 - **OR** –
 - Process changes online via SIMON portal
- Include copies of employee enrollment forms or the electronic census enrollment template with your completed renewal materials
- Keep signed employee enrollment forms in a safe place for future reference and audit

Completed Renewal Material – Return documents to your AGC broker by May 1st!

*AGC Health Benefit Trust reserves the right to request additional information as it deems necessary in relation to processing your 2020 renewal application. Additional information may include, but not be limited to, quarterly wage and tax reports, payroll reports, etc.