

New Group Submission



In order to process a New Group submission for AGC Health Benefit Trust, the following items are required at the time of submission:

- AGC Oregon-Columbia Chapter membership in good standing
- Application for Insurance Coverage, completed and signed
- SBC Acknowledgement Form, signed
- Late Submission Acknowledgement, completed and signed by both a Company Representative and Broker (if submitting after the 15th of the month)
- EFT Authorization Form, completed and voided check attached
 - If the group is paying by EFT, AGC does not require a binder check at the time of submission.
 - If the group is electing to pay by check... AGC assesses a monthly admin fee of 2% of total premium to check payers. **If a group is paying by check, a binder check for the first month's premium is due with the group's submission.** Checks can be made payable and mailed to:

AGC Health Benefit Trust
c/o Benefit Solutions Inc
PO Box 6
Mukilteo, WA 98275

- Employee Enrollment Forms, completed and signed by the employee
- COBRA Administrative Agreement, completed and signed (if applicable)
- Deductible Credit Report (if applicable) – For groups that qualify for deductible credit, a report in Excel format can be e-mailed from the prior carrier to agc@regence.com. If a deductible credit report is unavailable, members may submit a recent EOB for deductible credit.

New Group Submission Deadline is the **15th of the month** preceding the group's sold effective date. New group materials can be submitted electronically to the email address below. (Hard copy originals are not required.)

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