

## New Business Submission

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In order to process new business for AGC Health Benefit Trust – Washington Chapter, the following items are required at the time of submission:

- AGC of Washington Chapter or Inland NW AGC Chapter membership in good standing
- Application for Insurance Coverage, completed and signed
- Most recent quarter's wage and tax report and/or ownership documents (for groups of 2-5 employees only)
- SBC Acknowledgement Form, signed
- COBRA Administrative Agreement, completed and signed (if applicable)
- Late Submission Acknowledgement, completed and signed by both a Company Representative and Broker (if submitting after the 15<sup>th</sup> of the month)
- EFT Authorization Form, completed and voided check attached
  - o If the group is paying by EFT, AGC does not require a binder check at the time of submission.
  - o 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, payment for the first month's premium is due with the group's submission.** Checks should 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
- Deductible Credit Report (if applicable) – Can be processed only once at the time of new business implementation. The request will need to clearly identify each employee and their dependents and will either need to be in the form of a deductible credit report from their prior carrier or a final EOB that lists out the deductible information. It is recommended to wait 4-6 weeks after the group's effective date so the prior carrier can process final claims. Deductible credit requests should be submitted to [service@agchealthplansnw.com](mailto:service@agchealthplansnw.com).

The deadline for a submission of new business is the **15<sup>th</sup> of the month** preceding the group's requested effective date. New business materials can be submitted electronically to the email address below. (Hard copy originals are not required.)

Willis Towers Watson  
222 SW Columbia Street, Suite 600  
Portland, OR 97201  
Phone: (866) 298-8264  
Fax: (503) 459-4555  
E-mail: [service@agchealthplansnw.com](mailto:service@agchealthplansnw.com)