

New Business Submission

To process new business for AGC Health Benefit Trust – Alaska Chapter, the following items are required at the time of submission:

- AGC of Alaska Chapter membership in good standing
- Application for Insurance Coverage, completed and 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 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.** Binder 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.

The deadline for a submission of new business is the **15th 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.)

JD Fulwiler & Co. Insurance
700 Washington St, Suite 102
Vancouver, WA 98660
Phone: (503) 462-4041
Fax: (360) 735-3144
E-mail: service@agchealthplansnw.com