

# Make your mark

## ACA new business sold checklist — New York

### 1 – 100 full-time equivalent employees

All required forms must be received upon initial case submission. Your case submission is not considered as complete until the following items are received: Employer application, ACA One Census, QWTS and banking form. Cases that are submitted without these required forms will be moved to the next effective date.

#### Employer application

#### Employee enrollment and waivers

##### **ACA One Census available on Producer World.**

Our One Census tool is an easy-to-use tool that allows you to provide all enrollments for your group. Please complete the tool in its entirety so we can process your submission.

- Sold groups must submit employee enrollment via ACA One Census.
- There is no need to send the employee enrollment forms. All the required information must be entered into the tool.
- Waivers must be included in ACA One Census with the reason waiving.

#### Quarterly wage and tax statement (QWTS)

- QWTS must be provided for:
  - 1 to 100 enrolled employees
- The most recent IRS tax documents and entity formation documents are required to satisfy the proof of eligibility requirements. Supporting tax documentation is required on sole proprietors and officers.
- There must be at least one enrolled common law W-2 employee who is not an owner and not the owner's spouse.

#### ACA banking consent form

The ACH banking agreement is the most efficient way to pay the premium, other options

are available. If ACH is not desired, please complete the form with the group name and select the option 'Additional payment options requested'. Plan Sponsor Services will contact the group regarding these payment options.

**For complete underwriting guidelines, go to Producer World Small Group.**

**Enrollment materials must be e-mailed to: ACANBUoldcasesubmission@aetna.com**

Note: There is a 5MB limit when sending email.

#### **Submission deadlines:**

- The next available business day will be used when the submission deadline falls on a weekend or holiday.
- Cases with incomplete information will be moved to the next available effective date because we are unable to process cases that are missing vital information.

<b>Effective Date</b>	<b>Submission Deadline</b>
1st of the month	25th of the prior month
15 <sup>th</sup> of the month	10 <sup>th</sup> of the month

For help with your new case submissions, contact your sales executive.

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