

New business case submission checklist Connecticut 2 – 50

It's So Easy!

To help ensure the underwriting of your case is quick and easy, we are providing this simple checklist!

1. Employer Application

2. Employee Applications or Waivers

- For all employees enrolling or waiving coverage
- Or submit a completed eList

3. Copy of Initial Premium check or ACH Form

4. Reconciled QWTS/Payroll (4 consecutive weeks)

- Or other applicable tax documents to account for all employees
- 21+ eligible with prior group coverage tax/payroll not required

5. Prior Carrier Bill

- For Dental also include benefit summary for major and ortho credit

6. Completed Family Health Statement

- For each employee enrolling

7. Illustrative Signed Rates

Send all paperwork to:

E-mail: CranSGNBSubmissions@Aetna.com

Secure File Transport (FTP): <https://st3.aetna.com>

If you do not have access to the FTP server, please contact your Aetna Sales Executive for access or visit us at Producer World.

Effective dates may be the 1st or 15th of the month.

Effective Date	Submission Deadline
1 st of month	25 th of prior month
15 th of month	10 th of the month

For assistance with your new case submissions contact your Aetna sales manager or call us at **1-888-277-1053**.

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