



## **New Business Submission Checklist**

- ? Adoption & Participation Agreement – 1 per Group (Master Application)
- ? VSP Plan Election form – please check & initial
- ? Employee Enrollment Form – 1 per Employee
- ? Employee's last UC2-A statement (Quarterly Wage Report) / NYS45 / Schedule C or Payroll Records – to verify employment.
- ? 1<sup>st</sup> month premium check made payable to:  
**GettHealth Premium Account**
- ? All new business should be submitted **no later than 10 days prior to the requested Effective Date!** Please submit by the 20<sup>th</sup> of the month!
- ? Send all New Business to:  
**GettHealth Insurance Services, Inc.**  
**Attn: New Business**  
**404 Baltimore St.**  
**P.O. Box 1060**  
**Gettysburg, PA 17325**

\* If you need additional assistance, please feel free to contact Aimee Pack at # 800-497-4495 or [APack@GettHealth.com](mailto:APack@GettHealth.com). Thank you!!