

New business checklist New Jersey 1 – 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. Employer Certification Application**
- 3. H.S.A Declaration of Understanding**
 - H.S.A compatible plans only
- 4. Employee Enrollment and Waiver Applications**
 - For all eligible employees enrolling or waiving health coverage

Or E-listing

 - Aetna eList completed in full
 - A separate Aetna eList for waivers with the reason for waiving included and a completed NB411 form (only if the wording is not on the Employer Application)
- 5. Copy of Initial Premium check payable to Aetna or ACH Form**
- 6. Wage and Tax Statement**
 - 1 to 5 enrolled employees – Quarterly Wage and Tax Statement
 - 6 to 50 enrolled – Quarterly Wage and Tax Statement not required. Upon request the Underwriter will contact you if the QWTS is necessary
- 7. Dental Benefit Summary**
 - For major and orthodontia credit for Standard 2 to 9 and Voluntary 3 to 50 eligible employees
- 8. Electing Vision Benefit**
 - Submit the Aetna Vision Preferred Static quote signed by the employer with the plan selected

- 9. Illustrative quote with sold plan marked**
 - Signed and dated by the Plan Sponsor
- 10. Addendum to New Business Input Document (TAE)**
 - Use the most current form on Producer World

Any missing information may result in the effective date being moved forward to the next available date.

Send all enrollment materials 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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