



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**Aetna Healthcare
New York MC
New Business Submission
Checklist**

- Underwriting Checklist Form- NY**
- Small Group Application**
- Employee Enrollment Form(s)**
- Waiver Form(s)**
- Signed Quote or Rate Sheet**
- NYS-45 Form**
- Proof of Eligibility Form** (For Owners or Officers)
- Most Current Prior Carrier Bill**
- First Month's Premium Check Payable to :**
Aetna
- Forms Must Be Submitted to PGP Office**
6 business days prior to effective date.

If you have any questions, please contact your PGP representative.

Updated 8/28/08