

<b>Group name:</b>		<b>State:</b>
<b>Group contact:</b>	<b>Phone:</b>	<b>E-mail:</b>
<b>MGA or MBS representative:</b>		
<b>Writing producer:</b>	<b>Phone:</b>	<b>E-mail:</b>

All licensing information must be current. Additionally, current and state-specific forms (if applicable) must be completed, signed and dated *prior* to the requested effective date. Visit [www.starmarkinc.com](http://www.starmarkinc.com) for current forms. Note: Non-priority submissions must be received *before* the requested effective date.

**A complete submission will expedite the underwriting process and ensure the desired effective date.**

### Priority Underwriting

Submissions for Priority Underwriting must include all items listed under the Submission Checklist below. Incomplete or missing information will render a group ineligible for Priority Underwriting and delay processing. Priority submissions may be received by Starmark up to five calendar days after the requested effective date.

Is this a Priority Underwriting submission?       Yes       No

### Express Connect<sup>®</sup>

Submissions for enrollment through Express Connect must include all items listed under the Submission Checklist below, as well as:

- Census Form [S655-36]** – Indicates all employees eligible for coverage, including those waiving coverage and new hires who are eligible for coverage within 60 days. All employees, including those who are waiving coverage, must complete the enrollment process prior to the requested effective date of coverage.

Is this an Express Connect submission?       Yes       No

If yes, indicate the requested employee enrollment time frame: \_\_\_\_\_

### Healthy Incentives

E-mail the proposal to Starmark at [slproposals@starmarkinc.com](mailto:slproposals@starmarkinc.com) and include the following:

- Federal Patriot Act Compliance Questionnaire and IRS W-9** – *Must be completed by the employer to ensure timely claims processing. Be sure to include any of the required forms based on the type of business (i.e., Individual/Sole Proprietor, Corporation, Partnership, etc.).*

### Submission Checklist

- Employer application** completed, signed and dated by both the company officer and the writing agent
- Employee enrollment forms** for all eligible employees, including those waiving coverage and new hires who are eligible within 60 days. (*Note: Employee enrollment forms are **not** required with Express Connect submissions.*)
- Commission Notice** with the producer / agency's correct Social Security number / federal tax ID number
- Most recent quarterly wage and tax statement** listing all employees and their wages
- Submitted proposal** quoting the employees' coverage and plan design, and listing employee names
- Current carrier billing statement**, only if a takeover group
- Copy of the prescreen**, if available
- First month's premium check** – Choose one of these two options below:
  - Send the check with the submission and it will be held until offer acceptance.
  - Send the check at the time of offer. (*Note: This will delay the receipt of employee plan documents.*)

If a submission is missing any of these items, Starmark will send a fax or e-mail a list of outstanding items to you. Upon receipt of the outstanding information, Starmark will date stamp the item(s) and the file will be reviewed by the underwriter with other cases received on that date. If the outstanding items are not received within 72 hours, the group will be returned.

Fully insured plans are administered by Starmark and insured by Trustmark Life Insurance Company. Self-funded plans are administered by Starmark, and stop-loss insurance is provided by Trustmark Life Insurance Company. Plan availability and/or coverage may vary by state.