

Broker Requirements

- ☐ Broker signature required on the Application for Group Insurance.
- ☐ Complete broker information on the Specialty Market New Group Submission form.
- ☐ Copy of the proposal; sign the proposal near the plan design and rates.
- ☐ New Business submissions will not be processed by MetLife without the requirements above.

Employer Requirements

- ☐ Application for Group Insurance / Dental Benefits and the Specialty Market New Group Submission form
  - these forms are required for all new business and must be completed in their entirety.
  - indicate coverage data for employees/dependents per line of coverage offered (dental, vision, life, etc.).
  - include sold plan information, group name, group address, name of broker, name of benefits administrator and email address.
  - number of employees eligible must be listed to verify participation.
  - employer signature required on the Application for Group Insurance / Dental Benefits and Specialty Market New Group Submission form.
- ☐ Submission Deadline
  - PPO: 5th business day following the requested effective date.
  - DHMO: 10th of the month prior to the requested effective date.
- ☐ NOTE: A DE-9C or check is not required.

Employee Requirements

- ☐ Employee Application:
  - Complete either the Employee Enrollment Census spreadsheet OR an Employee Enrollment Form for each employee.
    - Use the 1st tab for Employee information
    - Use the 2nd tab for Dependent information
  - Completion of the Employee Enrollment Census spreadsheet is the preferred method for submitting employee and dependent eligibility.
  - Declining coverage:** a Declination Form is not required for employees declining coverage.

Notes