

Employer Requirements

- Group Application:** this form is required for all new business and must be completed in its entirety.
- Employee Paperwork**
 - complete the EE Census Roster 2 or 3 Tier or the EE Census Roster 4 Tier.
 - social security numbers ARE required.
 - enrollment must match the medical or dental enrollment.
- Premium Deposit Check**
 - this is not required with the group submission.
 - VSP will send an invoice upon approval.
- Submission Deadline**
 - 1st of the month effective date ONLY
 - new business paperwork must be submitted by the last day of the month prior to the requested effective date.
 - IMPORTANT: VSP will not approve any services incurred prior to group being approved so submit early.

Employee Requirements

- Employee Application:**
 - employee applications are not required.
 - employee enrollment must be submitted by the employer on the EE Census Roster.

Notes
