

## **Broker Submission Check List (Delta Dental)**

- Application (new group or option change)
- Enrollment forms
- Broker of record on company letterhead
- Pa-UC2 form
- First month's premium check

Send all submissions to Manufacturer & Business Association  
2171 West 38th Street Erie, Pa. 16508  
mlesniewski@mbausa.org

## **Broker Submission Checklist (Hartford)**

- Group's participation request
- Copy of proposal or rates proposed to client
- Final census
- Enrollment forms
- Agent appointment material (if applicable)
- Agent agreement (allows Aetna to create/send W2 forms for STD)
- First month's premium check

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