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## United Concordia Check List

1. **Broker of Record Letter**
  - A. Names Davevic Benefit Consultants, Inc.
  - B. Must be on Company Letterhead, dated and signed by company principal
  
2. **Group Transmittal Form**
  - A. Instructions on cover sheet of transmittal form
  - B. Broker Name & Address– Davevic Benefit Consultants, Inc.
  
3. **Small Group Application (Employer Application)**
  
4. **Enrollment/Change Form (Employee Application)**
  - A. One form for each employee taking coverage
  
5. **Student Verification Form**
  - A. One form for each dependent between 18-26 and currently a “full time student”
  
6. Check made payable to **United Concordia**

**Must be at Davevic Benefit Consultants, Inc. by the 20th of the month prior to coverage start date**

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