

Producer Certification of Completeness
For New Business Submission

This checklist is to be completed by the Producer of Record listed on the Small Group Business Application to ensure that all relevant information needed for Underwriting is attached and completed appropriately.

If any form is not completed in its entirety and signed by the appropriate parties, or if any information needed for Underwriting is missing, the submission will be denied and returned. **You as the producer will then need to ensure that the correct information/signatures are obtained and then resubmit the paperwork to be effective at a later date.**

Please reference the New Business Submission Guide contained in the Underwriting Control Guidelines, located on the Producer Portal, for detailed information on what constitutes a complete submission.

To expedite the process, please compile the sold group paperwork in the following order prior to submission.

All items below must be verified in the paperwork:

Company Name: _____

Producer HHIC

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | HHIC Small Group Business Application is completed in its entirety and signed. |
| <input type="checkbox"/> | <input type="checkbox"/> | HHIC Enrollment/Waiver Applications are completed (for all eligible employees/owners) and signed by both the employer and employee. |
| <input type="checkbox"/> | <input type="checkbox"/> | Tax Documentation is attached. (If UC-2 is attached, it is marked, signed and dated.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Copy of the HHIC Rate Quote is attached with chosen product(s) indicated. |
| <input type="checkbox"/> | <input type="checkbox"/> | HHIC HRA and E-Platform Document Control Forms are attached (if applicable.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Producer Certification of Completeness for New Business Submission. |

By signing below, I certify that the above documentation is attached.

Producer Signature

Producer Printed Name

Date