



***Instructions to obtain final rates from various carriers:***

**Please return everything to Davevic Benefits Consultants –P.O. Box 976 /  
902 South Center Street Grove City, PA 16127**

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If you are interested in obtaining firm rates from *UPMC*, please have each employee complete a Medical Questionnaire, then sign and seal the back page in the envelope attached.

***Please return the following to our office as soon as possible:***

1. Completed ***Individual Medical Questionnaires*** with the back page sealed in the envelope
2. Most recent ***Unemployment Compensation Report (UC-2)***

*Eligible employees that are waiving coverage do not need to answer the medical questions, but must complete the front section of the form.*

All eligible employees must complete a Medical Questionnaire and be listed on the UC-2 form. On the UC-2, please designate if the employee is full-time, part-time or terminated. Any discrepancies will cause the submission to be rejected which could delay the effective date. If an employee is not listed on the UC-2, correspondence must be provided on company letterhead with the situation (i.e. owner, partner, new hire) and the hours and duties for each employee not listed. If your entity is not required to file a UC-2, please provide payroll records.

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