

New York

New business checklist 1–100 Full-time Equivalents

It's so easy

To help ensure the underwriting of your case is quick and easy, we are providing this simple checklist.

Enrollment forms are available on Producer World at <https://www.aetna.com/producer/forms/>

- 1. Employer Application**
- 2. Employee Enrollment and Waivers**
 - eList Tool** - available on Producer World at <https://www.aetna.com/producer/SmallGroup/elist/index.html>
 - Aetna eList Tool must have macros enabled prior to entering data and complete the spreadsheet in full.
 - Do not amend the eList Tool format in any manner.
 - When you use the tool, do not send the employee enrollment forms. All the required information must be entered into the eList Tool.
 - Waivers must be included in the eList with the reason waiving.
 - Or Paper Copy**
 - For all eligible employees enrolling or waiving health coverage
 - Waivers may be submitted in a separate excel waiver listing with the reason for waiving included
- 3. Small Employer Certification for Full-Time Equivalents form**
- 4. Copy of Initial Premium check payable to Aetna or ACH Form**
 - When an ACH form is submitted, the form MUST be FULLY completed including the amount of the premium.
 - When a copy of the check is submitted, upon approval you will be notified to send the check to the Bank lockbox.
- 5. Wage and Tax Statement**
 - 1 to 5 enrolled employees - Quarterly Wage and Tax Statement. Sole proprietors, partners, and officers not listed on the QWTS are not required to submit tax documents.
 - There must be at least one enrolled W-2 employee who is not an owner and not the owner's spouse.
 - Partners and LLCs filing as a partnership are eligible even if there are no W-2 employees.
 - 6 to 100 enrolled employees - Quarterly Wage and Tax Statement is not needed. Upon request, the underwriter will contact you if a Quarterly Wage and Tax statement is necessary.
- 6. Dental Benefit Summary to receive credit for major and orthodontic coverage (if elected)**
- 7. PCP selection is required when electing Aetna NYC Community plans**
 - Members will not be enrolled without a PCP

Any missing information may result in the effective date being moved forward to the next available date.

Send all enrollment materials to:

E-mail:

ACANBUSoldCaseSubmission@aetna.com

Note: there is a 5MB limit when sending email.

Secure File Transport (FTP):

<https://st3.aetna.com>

To obtain access to the FTP server, visit us at Producer World. There is no size limit.

Effective Date

1st of month

15th of month

Submission deadline

25th of prior month

10th of the month

For help with your new case submissions contact your ACA New Business Unit at ACANBUBrokerSupport@aetna.com or call us at 1-844-241-0209

For complete Underwriting Guidelines go to https://www.aetna.com/producer/SmallGroup/underwriting_rules/index.html

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