

Small Group Enrollment Checklist

The Submission Deadline for complete and accurate paperwork to Harvard Pilgrim is: 10 business days prior to the Effective Date for MA, NH, and CT, and 5 days prior to the Effective Date for ME.

The New Business Submission Package must include all required documents. Incomplete packages will delay enrollment process, and may be rejected and complete re-submission required.

- Check and Premium Deposit Statement* **OR** ACH Authorization Form and voided business check to initiate automatic withdrawal of premium payments.
 - *If paying with check; send initial Premium Deposit Check to:
Harvard Pilgrim Health Care
Premium Cash Dept. 4th Floor
Attn: Binder Application
1600 Crown Colony Drive
Quincy, MA 02169
- Group Information Form (if Domestic Partner coverage is offered, an Employer-signed DP Amendment must be included)
- Employer Group Vendor Designation Form (formerly ID of Third Party Representatives Form; Requires Employer signature)
- All Enrollment Forms or Express Enrollment File** (forms require Subscriber & Employer signatures)
- All Waiver Forms (Specific form for each state. Requires Employee signature (all states) & Employer signatures in CT, ME & NH)
- Quarterly Tax & Wage Statement (most recent filing; must list all employees and indication of enrolling, waiving, non-eligible, etc.). Payroll report required to show new hires (otherwise W4, and payroll report within 30 days of Eff Date)
- Copy of the following online quoting system-generated forms for the proper Effective Date:
 - For MA groups, HPOQ rate proposal and census
 - For ME groups, HPOQ rate proposal including indication of rating (Composite or List Bill)
 - For NH groups, HPOQ Rate Contract (2 pages/plan) with Employer & Broker signatures
 - For CT groups, provide the Employer-signed Benefit Central quote including rates

Additional forms may be required depending on state, enrollment type, or plan election, such as: Domestic Partner Amendment; Former Spouse Amendment (ME only), Pediatric Dental Attestation (MA/ME only if Pedi Dental not included), CDH File Feed Authorization and Plan Sponsor Certificate, etc.

Please visit the [Open Enrollment Hub](#) and select the appropriate state for all the latest documents. **Email the new business submission package to NewBusinessSales@harvardpilgrim.org.**

Please note the following:

1. **MA and ME:** Final rates are based on final enrollment. Upon receipt of **all** the completed documents, a final Rate Contract will be produced, and requires Employer/Broker signatures.
2. Individual Member ID cards will be processed, generated, and mailed within 7-10 business days from when the Welcome letter is sent out.

** Harvard Pilgrim must have a completed enrollment form, electronic enrollment file or waiver form for all eligible employees to calculate participation.