

HPHC Small Group New Business Checklist

The Submission Deadline for complete and accurate paperwork to Harvard Pilgrim is: 10 business days prior to the Effective Date for MA and NH, and 5 days prior to the Effective Date for ME. The New Business Submission Package must include all required documents. Please email the completed package to HPNewBusinessSales@point32health.org.

- ☐ ACH Authorization Form and voided business check to initiate automatic withdrawal of premium payments or Business Check and Premium Deposit Statement. *Please note: ACH cannot be set up for initial payment only.
 - *If paying with check; send initial Premium Deposit Check to:
Harvard Pilgrim Health Care
Premium Cash Dept. Wing B
Attn: Binder payments
1 Wellness Way
Canton, MA 02021-1166
- ☐ Group Information Form
- ☐ Employer Group Vendor Designation Form (Requires Employer signature)
- ☐ All Enrollment Forms or Express Enrollment File (Forms require Subscriber & Employer signatures)
- ☐ Domestic Partner Amendment (if group is electing)
- ☐ All Waiver Forms (Each state requires a specific waiver form, which must include: Employee signature (required for all states Employer signatures (required for ME & NH)
- ☐ Quarterly Tax & Wage Statement (Most recent filing; must list Tax ID #, 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).
- ☐ MA groups coming from a PEO must submit most recent payroll and a termination letter from the PEO
- ☐ Copy of the final quote from the Broker Portal

Additional forms may be required depending on state, such as: Pediatric Dental, Former Spouse Amendment (ME only), CDH File Feed Authorization and Plan Sponsor Certificate, etc.

Please visit [Small Group Open Enrollment Hub](#) and select the appropriate state for all the latest documents. **Please email the new business submission package to HPNewBusinessSales@point32health.org.**

Please note the following:

1. MA and ME: Composite 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.
3. Harvard Pilgrim Health Care must have a completed enrollment form, electronic enrollment file or waiver form for all eligible employees to calculate participation.