

Complete, sign and date the “Agent’s Certification” section of the Employer Application.

Review all forms to make sure they are complete. (Please ensure that Employee applications are completed by the applicant using black ink/type.) Note: Incomplete applications and forms may be returned, which could delay processing.

Submit all necessary forms and documentation, including:

- 1. Copy of Agent’s quote (based upon final enrollment).
- 2. The most current *Small Group Employer Application* (including *Cal-COBRA/COBRA/FMLA Questionnaire*, if applicable).
- 3. Attestation Form may be required.
- 4. The most current applications from all employees enrolling.
- 5. Waivers from all employees not electing coverage (Proof of coverage may be required).
- 6. Copy of company’s most recent Quarterly State Tax Withholding Report.
 - Indicate on the document current employment status for each employee listed; example full-time, part-time or terminated.
 - Payroll may be required for new hires not listed on the Quarterly State Tax Withholding Report.
- 7. If “take-over coverage,” a copy of the prior carrier’s last month’s group premium statement.
 - Copy of last month’s prior carrier’s group premium statement must be provided for all products elected.
- 8. A completed Electronic Debit Payment form for 100% of the first month’s premium made payable to Anthem Blue Cross. (If electronic debit is not agreed to, a company check may be accepted, subject to additional processing time.)
- 9. *Employer’s Statement of Understanding*, required with all medical plan submissions.
- 10. Completed Conditions of Enrollment Start-Up Companies/PEO Spin-Off Groups (if applicable).
- 11. Completed Health Reimbursement Accounts (HRA) Agreement, if group is offering HRA plan(s).
- 12. Completed Anthem Demand Debit Authorization (DDA) Form, if group is offering HRA plan(s).
- 13. If applicable, include a completed Premium Only Plan (P.O.P.) enrollment form and a separate check in the amount of \$125 payable to Anthem Blue Cross.

Effective dates are the 1st or the 15th of the month only. Please submit applications to Anthem Blue Cross on or before the 5th working day of that month for a 1st of the month effective date, and by the 12th calendar day of that month for a 15th of the month effective date.

Send all required forms and documentation to your General Agent; if you are not using a General Agent, send directly to:

Anthem Blue Cross Small Group Underwriting
P.O. Box 9042
Oxnard, CA 93031-9042

Email new business submission (Electronic Debit Payment form required) to: newsuwca@anthem.com