

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

Please review all forms to ensure that employee applications are complete with signatures and dates. Incomplete forms could delay processing time.

Please submit all necessary forms and documentation, including:

- 1. A copy of agent’s final sold quote. If you are in need of a quote, please utilize our [Rapid Quote Request form](#) and email to [Rapidquote@anthem.com](mailto:Rapidquote@anthem.com)
- 2. The most current [Employer Enrollment Application](#) (including *Cal-COBRA/COBRA/FMLA Questionnaire*, if applicable).
- 3. The most current employee enrollment applications from all employees enrolling. ([Employee Application](#))
- 4. Waivers from all employees not electing coverage (Please include a copy of their current ID card showing Medical and/or Specialty coverage.) ([Waiver Form](#))
- 5. 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.
  - An [Eligibility Statement](#) will be required for any officers/owners not on the quarterly wage report.
- 6. 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.
- 7. A completed [Electronic Debit Payment form](#) for 100% of the first month’s premium along with a voided check. (If electronic debit is not agreed to, a company check may be accepted, subject to additional processing time.)
- 8. Completed [Conditions of Enrollment](#) Start-Up Companies/PEO Spin-Off Groups. If applicable, legal documentation is required. Please refer to the underwriting guideline.
- 9. 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 (Anthem).

Anthem will accept new group submissions for the following effective dates:

- 1st of the month – submit by the 5th working day of the month.
- 15th of the month – submit by the 12th calendar day of the month.

Email new business submission (Electronic Debit Payment form required) to: [newsguwca@anthem.com](mailto:newsguwca@anthem.com)