

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

Please review all forms to ensure that employer/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.
- 4. Waivers from all employees not electing coverage (Please include a copy of their current ID card showing Medical and/or Specialty coverage.)
- 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)