



## LATE SUBMISSION FORM

Valued Producer:

If you are submitting new group enrollment paperwork 4 business days or less prior to the requested effective date, this form must be filled out by the group administrator, signed and submitted with their complete paperwork to Aetna Small Group Underwriting. You must inform the customer that their coverage and policy number will take approximately 12 business days to process once received by the underwriting department.

Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

*We the undersigned understand that we are requesting a coverage date that means Aetna's underwriting department will receive our paperwork 4 or fewer business days prior to the requested effective date. Upon approval of our request for insurance, we acknowledge that delivery of our identification cards and system activation may occur after our effective date.*

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_