



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**Cigna Healthcare
New York
New Business Submission
Checklist**

- Employer Application**
- Employee Enrollment/Change Form(s)**
- NYS-45 Quarterly Wage and Tax Form**
- Late Paperwork Form (if applicable)**
- Prior Carrier Bill (if applicable)**
- HIPAA Certification Declaration Agreement**
- Compensation Acknowledgement Form (CAF4)**
(Accompanied by a Copy of the Broker's Current License)
- First Month's Premium Check Payable to:**
Cigna Healthcare
(Personal or Broker Checks are NOT Acceptable)
- Forms Must Be Submitted to PGP**
3 days prior to the effective date.

First time case submission needs licensing forms.

If you have any questions, please contact your PGP representative.