



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**GHI PPO
New York
New Business Submission
Checklist**

- Small Group Application Coversheet**
- New Case Submission**
- Employer Application**
- Employee Enrollment Form(s)**
- Late Paperwork (if applicable)**
- NYS-45 Form**
- Prior Carrier Bill (if applicable)**
- First Month's Premium Check Payable to:
GHI (Business Check Required)**
- Forms Must Be Submitted to PGP Office**
8 days prior to the effective date.

If broker is not currently licensed with GHI, Please complete GHI licensing forms and attach a copy of your current New York State Life and Health License.

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