



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**HealthPass
New York
New Business Submission
Checklist**

- Small Group Sold Case Checklist**
- Employer Application**
- Employee Enrollment/Waiver Form(s)**
- NYS-45 Form**
- Employee Verification Form for Partners, Officers & Owners Only (if not on NYS-4 Form)**
- Copy of Group Proposal**
- First Month's Premium Check Payable to :
HealthPass**
(15th of the month effective dates must include 1½ months premium)
- Forms Must Be Submitted to PGP Office**
15 days prior to the effective date.

First time case submission needs licensing forms.

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

Updated 07/28/03