



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**HIP
NEW YORK
New Business Submission
Checklist**

- Employer Application**
- Employee Enrollment Form(s)**
- Employer Waiver Form(s)**
- HIP Underwriting Guidelines Checklist**
- NYS-45 Form**
- First Month's Premium Check Payable to: HIP**
- Forms Must Be Submitted to PGP**
17 days prior to the effective date.

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