



**PROFESSIONAL GROUP PLANS, INC.**  
*Specializing in Employee Benefits*

**Horizon BC/BS of New Jersey  
New Business Submission  
Checklist**

- Employer Application**
- Small Employer Certification**
- Copy of Complete Proposal**
- Employee Enrollment Form(s)**
- Prior Carrier Bill**
- Spouse's Business Statement**  
(required for a group of 3 with 2 eligibles who are married & each are taking single coverage)
- Employee Waiver Form(s)**
- Late Paper Form (if applicable)**
- State Quarterly Wage & Tax Statement**
- First Month's Premium Check Payable to:**  
Horizon BC/BS of NJ
- Forms Must Be Submitted to PGP Office**  
Prior to the effective date.

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