



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**Horizon Healthcare of New York
New Business Submission
Checklist**

- Small Group Sold Case Checklist**
- Employer Application**
- Copy of Sold Proposal**
- Employee Enrollment Form(s)**
- Employee Waiver Form(s)**
- NYS-45 Form**
- Prior Carrier Bill**
- Late Paperwork Form** (Required if paperwork is submitted less than 15 days prior to the effective date)
- Spouse's Business Statement** (Required for a group of 3 with 2 eligible who are married & each are taking single coverage.)
- First Month's Premium Check Payable to :**
Horizon Healthcare of NY
- Forms Must Be Submitted to PGP Office**
Prior to the effective date.
- New York Agent Agreement**
(For first time case submission need licensing forms)

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

Updated 07/28/03