



Thank you for selecting UNUMPROVIDENT as the carrier for your customer.

In order to expedite implementation for this new customer, the following items are needed to ensure timely and accurate delivery of contracts, bills and employee booklets.

- Master application(s) completed and signed
 - Application must be signed and dated prior to the effective date and within 15 days from date of submission to the field sales office
 - Producer Signature and information must be completed
- Check for first month's premium
- Client Information Sheet, completed in full
- Complete Census Information – a complete, updated census must be received at time of sale. This census will be used to generate the initial billing statement, therefore it is imperative that census be accurate and current. Complete census should include:
 - Name
 - Gender
 - Date of Birth
 - Date of Hire
 - Social Security Number
 - Insured Annual/Monthly Earnings
 - Occupation
 - Employee Class (if applicable)
- Select Risk Questionnaire (for Life and AD&D coverage only)
- Prior Carrier's Plan Booklet or Contract
- Billing Method: _____ List Bill