



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

**Vytra  
New Business Submission  
Checklist**

- Employer Group Health Benefits Application**
- Employee Enrollment Form(s)**
- Waiver Form On POS Plans Only**
- NYS-4 Signed (1-4 Lives)**
- First Month's Premium Check Payable to: Vytra**
- Forms Must Be Submitted to PGP**  
\*Prior to the effective date

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