

New Group Submission

In order to process a New Group submission for AGC Health Benefit Trust, the following items are required at the time of submission:

- AGC Oregon-Columbia Chapter membership in good standing
- Application for Insurance Coverage, completed and signed
- SBC Acknowledgement Form, signed
- Late Submission Acknowledgement, completed and signed by both a Company Representative and Broker (if submitting after the 15th of the month)
- EFT Authorization Form, completed and voided check attached
 - o If the group is paying by EFT, AGC does not require a binder check at the time of submission.
 - o If the group is electing to pay by check... AGC assesses a monthly admin fee of 2% of total premium to check payers. **If a group is paying by check, a binder check for the first month's premium is due with the group's submission.** Checks can be made payable and mailed to:

AGC Health Benefit Trust
c/o Benefit Solutions Inc
PO Box 6
Mukilteo, WA 98275

- Employee Enrollment Forms, completed and signed by the employee
- COBRA Administrative Agreement, completed and signed (if applicable)
- Deductible Credit Report (if applicable) – For groups that qualify for deductible credit, a report in Excel format can be e-mailed from the prior carrier to agc@regence.com. If a deductible credit report is unavailable, members may submit a recent EOB for deductible credit.

New Group Submission Deadline is the **15th of the month** preceding the group's sold effective date. New group materials can be submitted electronically to the email address below. (Hard copy originals are not required.)

Willis Towers Watson
222 SW Columbia Street, Suite 600
Portland, OR 97201
Phone: (866) 873-6175
Fax: (503) 459-4555 or (866) 999-3485
E-mail: service@agchealthplansnw.com