



## Submitting Allied Benefit Suite Groups to Allied Administrators

The following checklist is to ensure complete information is provided for Allied Benefit Suite new group submissions. All group submissions must be received at Allied by the 5<sup>th</sup> of the month for coverage. Exceptions may be granted for all lines of coverage up to the 15<sup>th</sup> except for Equitable.

### Delta Dental PPO/DeltaCare

- Completed and signed group dental application.
- Completed Enrollment forms or Excel census (we can also accept an email or notes on the wage report).
- Current DE9C with status of each employee or full census
- Business check in the amount of the first month's premium, payable to Allied Administrators, or completed ACH authorization form – first month's premium only.
- Voluntary Plans Only: prior carrier bill and booklet in order to waive eligibility for initial enrollees

### Delta Vision

Enrollment in DeltaVision does not need to mirror Delta Dental enrollment.

- Completed and signed DeltaVision group application
- Select Tier on group application (Must match Delta)
- Completed Enrollment forms or Excel census
  - Separate enrollment forms and census must be submitted since enrollment is not tied to Delta Dental forms
- Confirmation the group is not mid-contract with a VSP plan

### Equitable Life

This program is 100% employer paid and requires 100% participation; waivers are not allowed. The group application must be signed by the employer prior to requested coverage month.

- Completed and signed Equitable group application
- Employer verification form: signature page only
- Standard commission schedule- Broker only
- Completed census
- Rate quote



## ALLIED BENEFIT SUITE

### **Equitable LTD**

This program is 100% employer paid and requires 100% participation; waivers are not allowed. The group application must be signed by the employer prior to requested coverage month.

- Completed and signed Equitable group application
- Standard commission schedule
- Completed census (salary is required for LTD plans)
- Rate quote

### **Equitable Broker appointment**

If a broker has not previously been appointed with Equitable they must submit the Producer Appointment Form to become appointed within 15 days of the client signing the group application. If this is not completed, the submission will not be accepted, and a new application will need to be completed with a new effective date after the broker appointment is finalized.

### **Personal Protection Plan (P3)**

Groups have the option between selecting employer paid or voluntary, the per EE cost is the only difference between the plans.

- Completed and signed P3 group application
- Enrollment forms/census