

Make your mark



ACA new business sold checklist — Arizona

2 - 50 eligible employees

All required forms must be received upon initial case submission. Your case submission is not considered as complete until the following items are received: Employer application, ACA One Census, QWTS and banking form. Cases that are submitted without these required forms will be moved to the next effective date.

Employer application

Employee enrollment and waivers

ACA One Census available on Producer World® website.

- Our One Census tool is an easy-to-use tool that allows you to provide all enrollments for your group. Please complete the tool in its entirety so we can process your submission.
- Sold groups must submit enrollment via ACA One Census.
- There is no need to send the employee enrollment forms. All the required information must be entered into the tool.
- Waivers must be included in ACA One Census with the reason for waiving.

- When using employee navigator enrollment platform or EASE enrollment platform, please make sure and note in the subject line of the submitted new business email "Employee Navigator group" or "EASE group".

Illustrative quote

- Indicate which rates are desired – tabular or composite.

ACA New business sold checklist — Arizona

Wage and tax statement

- A Quarterly Wage and Tax Statement (QWTS) must be provided for:
 - 2 to 50 enrolled employees.
- The most recent IRS tax documents and entity formation documents are required to satisfy proof of eligibility requirements (if the owner is not on QWTS or payroll). Supporting tax documentation is required on sole proprietors and officers.
- There must be at least one enrolled W-2 employee who is not an owner and not the owner's spouse.
- Partners and LLCs filing as a partnership are eligible even if there are no W-2 employees. Owner and spouse groups are not eligible.

ACA Banking Consent Form

The ACH banking agreement is the most efficient way to pay the premium, other options are available. If ACH is not desired, please complete the form with the group name and select the option 'Additional payment options requested'. Plan Sponsor Services will contact the group regarding these payment options.

For complete underwriting guidelines, go to [Producer World Small Group](#).

You can email enrollment materials to: ACANBUoldcasesubmission@aetna.com
Note: There is a 5MB limit when sending email.

Submission requirements:

You must submit the following to receive the requested effective date:

- Master/Employer application (fully completed)
- ACH banking agreement
- ACA One Census with waivers included on t ACA One Census
- Quarterly Wage and Tax statement

Submission deadlines:

- Effective dates may be the 1st or 15th of the month.
- The next available business day will be used when the submission deadline date falls on a weekend or holiday.
- Cases with incomplete information will be moved to the next available effective date because we are unable to process cases that are missing vital information.

Effective Date	Submission Deadline
1st of the month	25th of the prior month
15th of the month	10th of the month

For help with your new case submissions, contact your sales executive.

Banner | Aetna is the brand name used for products and services provided by Banner Health and Aetna Health Insurance Company and Banner Health and Aetna Health Plan Inc.

This material is for informational purposes only. Information is believed to be accurate as of the production date; however, it is subject to change.

