

## Self-funding Small Group *(for over 25 enrolled)* Checklist

The request for quote submission package must include the following documents:

- Group Application Form (fill in quoting section)
- Census (please use our provided format)
- Please supply copies of the
  - Fully Insured HPHC small group quote
  - Competitor self-funding quote

*Additional forms will be required upon sale.*

*Submission deadline for SOLD, complete and accurate paperwork to Harvard Pilgrim is: 30 calendar days prior to the effective date.*

**Email the package to your Account Executive:**

CT groups	ME groups
<b>Harvard Pilgrim Health Care of Connecticut</b> Sales Department City Place II, 185 Asylum St., 2 <sup>nd</sup> Fl, Hartford, CT 06103	<b>Harvard Pilgrim Health Care</b> Sales Department 1 Market Street 3 <sup>rd</sup> Floor Portland, ME 04101