



2023 New Group Enrollment Checklist

FOR BUSINESSES WITH 1-50 EMPLOYEES

To ensure your group's plan is active on the desired effective date, confirm S4 Benefits receives all completed enrollment materials by the **8th of the month for the following month's effective date**. Materials received between the **9th and 18th of the month** must include a signed **Late Acknowledgment Letter**. Incomplete materials may cause delays renewing a group.

Enrollment materials cannot be received by S4 Benefits after the 18th of the month for the following month's effective date.

1. **Complete the necessary renewal forms. All forms are available at [Premera.com](https://www.premiera.com).**

- [2023 Small Group Master Application up to 50](#)
- [2023 Small Group Benefit Selection Worksheet up to 50 - Medical](#)
- [2023 Small Group Benefit Selection Worksheet up to 50 - Dental](#)
- [2023 Member Enrollment and Change Application](#)
(All eligible employees must include date of hire)
- [Enrollment Spreadsheet in lieu of Member Enrollment and Change Forms](#)
(Required for groups with 10 or more)
- [Late Enrollment Acknowledgement Form](#) (if applicable)
- [Group Size Attestation and W-2](#) (if applicable)

Additional forms required for HSA plans

- [2023 Funding Account Setup – Small Groups](#)
- [Funding Account ACH Authorization Form](#)
- [Personal Funding Accounts Enrollment and Change Application](#)

2. **Small group quote and quote census**

3. **Send all completed renewal materials to your general agency partner: [S4 Benefits Questions?](#) Please contact Service@S4benefits.com.**