

NEW GROUP SETUP CHECKLIST



New Group Setup Checklist

Group Master Application

- Please make sure all questions are answered completely.

Employee Enrollment

- **Enrollment Census** – we have a template that can be used which indicates required fields in green. This is the fastest easiest way for enrollment.
- **Enrollment Forms** – please make sure enrollment forms are filled out completely and legible.

First Month's Premium Payment (Binder Check)

- **EFT Form** – if electronic funds transfer (EFT) is elected then no binder check is required
- **Check Copy** – provide a copy of the front and back of the binder check. Premium checks should be made payable to WTIA and mailed directly to:

WTIA
PO BOX 6
Mukilteo, WA 98275

Signed, Circled & Dated Rate Sheet

- Rate sheets can be signed by the Producer or Employer Group as verification of rates shown.

If NOT currently a WTIA member

WTIA Membership Application

Membership Dues Payment

- **Online** - payments can be made via Square. Contact rmencias@washingtontechnology.org for the link.
- **Check** – provide a copy of front and back of the membership check. Membership checks should be made payable to WTIA and mailed directly to:

WTIA
1721 8th Ave N
Seattle, WA 98109

Send all complete paperwork to rmencias@washingtontechnology.org