

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

Membership Dues Payment

- **Online Payments Only** - Membership Dues collection and email will go to the billing contact listed on the GMA.

We are no longer accepting membership dues payment by check.

The billing contact noted on the Group Master Application will be sent an invoice with instructions on how to pay membership dues online.

Send all complete paperwork to Raven Mencias - rmencias@watech.org or Heather Mears - hmears@watech.org