

Broker Submission Checklist (MetLife Dental)

- Application (new group or option change)
- Enrollment forms

Send all submissions to:

Manufacturer & Business Association
2171 West 38th Street Erie, Pa. 16508
lmckinney@mbausa.org

Broker Submission Checklist (Hartford)

- Group's participation request
- Copy of proposal or rates proposed to client
- Final census
- Enrollment forms
- Agent appointment material (if applicable)
- Agent agreement (allows Hartford to create/send W2 forms for STD)
- First month's premium check

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