

# Broker Group Submission

## Checklist

Please use the following checklist for new sold group submissions to ensure timely and accurate processing.

### Small Group (1-100) Submission

- Reconciled DE-9C (required for one to five eligible employees): VW-Valid Waiver, T-Term, PT-Part Time, E-Enrolling  
**Note:** While not required, Sutter Health Plus Underwriting reserves the right to request a DE-9C for employers with more than six FTEs
- Binder check for first month's premium including dependent premium
- Completed and signed employer application; section 2 must be completed including employee participation totals
- Completed and signed employee application(s)
- Copy of medical quote submitted to employer
- Employer business documents or a completed and signed Sutter Health Plus Sole Proprietor, Partner, or Corporate Officer Statement

### Large Group (101+) Submission

- Binder check for first month's premium including dependent premium
- Completed and signed employer application; section 2 must be completed including employee participation totals
- Completed and signed employee application(s), Sutter Health Plus CSV census or EDI file
- EDI submissions only: completed EDI form submitted to your account executive  
**Note:** Sutter Health Plus needs approximately 60 days to establish an EDI feed. We may require paper applications or a Sutter Health Plus CSV census for initial enrollment.

### Submission Timeline

If you submit group cases after the 20th of the prior month, this may cause a delay in the delivery of member identification cards and welcome materials by the effective date.

Final deadline for group submissions is the first Friday of the effective month; group submissions must include completed documents and binder check.

### Contact Information

Mail first binder payment to:

Sutter Health Plus  
Attn: Sales Department  
2480 Natomas Dr., Suite 150  
Sacramento, CA 95833

Mail all subsequent premium payments to:

Sutter Health Plus  
P.O. Box 740143  
Los Angeles, CA 90074-0143