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