

NEW CASE TRANSMITTAL FORM

Attention: Incomplete Case Submissions Experience Delays

Have you checked this case? Are all questions answered completely and appropriately? Have you checked rates and completed the benefits portion of the Plan Sponsor Statement (Employer form)? Do we need waiver cards?

Failure to present a properly completed case will result in underwriting delays. Allied's guideline for a timely Funding Advantage new case submission is a minimum of 10 working days before the requested effective date. Typical underwriting can take up to three weeks depending on completeness of a submission and how quickly missing information is received. To be considered a submission, the employer information statement, current plan information (benefits, current and renewal rates), employee enrollment cards/waivers and participation documentation (on groups with less than 50 participants) is required. Submissions without these components are considered prescreen/quote requests only and not handled as a new case submission. This completed sheet MUST accompany the submitted case.

Overwrite Information

Overwrite name & Allied number:

(Use overwrite stamp)

Allied GA number _____

Phone number _____

Fax number _____

Email _____

Person to contact _____

Date _____

Special instructions _____

Agent Information

Agent name _____

Allied agent number _____

Producing agent _____

Agent's street address _____

Agent's city, state, zip _____

Agent's phone number _____

Agent's fax number _____

Agent email _____

Agent's SSN/Tax ID. number _____

Commission GA: _____ %

Commission agent #1: _____ %

Commission agent #2: _____ %

Case Information

Case name _____

Case contact name _____

Case address _____

Case city, state, zip _____

Case phone number _____

Case fax number _____

Contact person's extention _____

Contact person's email _____

Requested effective date _____

Other _____

Enclosed *****

All of these MUST be included: *****

- Employer plan sponsor statement – fully completed and signed by an owner, officer or partner.
- Individual enrollment cards – fully completed and signed in ink.
- Waiver cards – employee or dependent – must show spouse's name and spouse's place of employment (if applicable).
- Complete copy of most recent state quarterly unemployment tax report.*
- Imprinted company check for first month's costs made payable to Allied National.
- Copy of final quote used for sale.
- Appointment information.
- Continuity of coverage requirements: **Current carrier bills and renewal rates are required.** See proposal or brochure for what is required for this particular case submission.

*Refer to Agent Guide for product specific requirements.



Underwriting Department

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