

2016 MetLife New Business Checklist

- Rating Tool Submission Form*
- Application for Group Insurance* – (PPO Dental, Life and Disability, Vision. Forms may vary by State)
- DHMO Group Application (if applicable. These forms are state-specific.)
- E-Census or Employee Enrollment Forms*
- Copy of Rate Summary, Signed*
- Statement of Responsibility*
- Non Standard Commission Agreement (if applicable)
- HIPAA Request Document (included in broker disclosure packet)
- Broker Disclosure and Compensation Documents (signature not required)
- Binder Check (Not required for contributory coverages or add-coverages)

* indicates the document is required with all submissions.