

Dear Broker,

In order for your group, _____ to be considered for late enrollment for a/an _____ effective date, both customer and broker will need to sign this letter of understanding.

Complete group eligibility and enrollment documentation must be submitted. This letter and/ or group submission do not guarantee approval, but rather consideration for a/an effective date.

Please note the following potential liabilities of a late enrollment:

- Customer is responsible for the full month's premium – no proration or refunds
- Effective date of coverage will not be changed to a future date

Potential impacts to members:

- Members will not have member ID cards, nor be active in systems, including medical facilities, until enrollment is complete and processed, which could take 7-10 business days beyond submission
- Members may be billed or asked to pay at point of service.

Thank you.

Sincerely,

Small Business Sales Support Team

Customer (Contract Signer) Name: _____

Customer (Contract Signer) Signature: _____

Date: _____

Broker Name: _____

Broker Signature: _____

Date: _____