



PROFESSIONAL GROUP PLANS, INC.
Specializing in Employee Benefits

**Empire Blue Cross Blue Shield
New Business Submission
Checklist**

- Employer Application HMO/POS**
- Signed Rate Sheets**
- NYS-45- Quarterly Wage & Tax Docs**
- Employee Enrollment Form(s)**
- Waiver Form(s)**
- Student Verification Form**
- First Month's Premium Check Payable to :
Empire Blue Cross Blue Shield**
- Forms Must Be Submitted to PGP Office
15 days prior to the effective date.**

If you have any questions, please contact your PGP representative.