



New Business Submission Checklist

- ☐ Adoption & Participation Agreement – 1 per Group (Master Application)
- ☐ Employee Enrollment Form – 1 per Employee
- ☐ Employee's last UC2-A statement (Quarterly Wage Report) / Schedule C or Payroll Records – to verify employment. We can also use a benefit eligibility letter in lieu of the quarterly wage report – let me know if this is how you wish to proceed.
- ☐ 1st month premium check made payable to:
GBA Premium Account
- ☐ All new business should be submitted ASAP. Please submit by the 20th of the month, if possible, exceptions can be made. Please inform your client that their group may not be set up on the 1st if we have not received the binder check and all paperwork by the 20th.
- ☐ Send check to: (all other paperwork may be submitted via email)
Gettysburg Benefits Administrators, Inc.
Attn: New Business
P.O. Box 1060
Gettysburg, PA 17325

* If you need additional assistance, please feel free to contact us at

800-497-4474