



## Pennsylvania

### **SBA New Business Submission Checklist**

- Small Business Advantage Group Application – 1 per group (master application) – ***state specific application must be used!***
- Employee Enrollment/Change Form (***those waiving must complete as well***) **OR** our census template (excel) when submitting the census template, forms are not needed
- If voluntary 0-49% employer participation, copy of current carrier bill and EOC – needed to waive waiting period if prior coverage exists.
- Most recent UC2-A form (quarterly wage report), Schedule C **OR** letter on company letterhead naming benefit eligible employees, the date they became eligible and hours worked, signed by employer.

Please annotate the U2-A and/or payroll records as follows:

PT – part-time

W – waiving & reason for waiving (must still complete the enrollment form)

NE – not eligible

T – terminated

E – enrolling

- Check for first month's premium payable to: GBA Premium Account (Gettysburg Benefits Administrators, Inc.)

**ALL NEW BUSINESS SHOULD BE SUBMITTED NO LATER THAN 10 DAYS PRIOR TO THE EFFECTIVE DATE (20TH OF THE MONTH FOR A 1ST OF THE MONTH EFFECTIVE DATE**

- **Send all new business to:**

**Gettysburg Benefits Administrators, Inc.**

**Attn: New Business**

**P.O. Box 1060**

**Gettysburg, PA 17325-1060**

Please contact Becky Snyder 800-497-4474 ext. 5934 or [bsnyder@getbenefitsadmin.com](mailto:bsnyder@getbenefitsadmin.com) or Melissa Lemaster 800-497-4474 ext. 5030 or [mlemaster@getbenefitsadmin.com](mailto:mlemaster@getbenefitsadmin.com) with any additional questions or concerns.

***We value your business, thank you!***