



Highmark New Groups

New Group Submission

We need the following:

Group application

Enrollment spreadsheet (waivers do not need to be entered on the spreadsheet)

Form UC-2 (annotated with full-time FT, part-time PT, or termed with term date and COBRA status. Anyone waiving will need to be annotated as Valid Waiver Other Coverage VWOC or Non-Valid Waiver No Other Coverage NVWNOC)

Ownership documents, if owner isn't listed on the Form UC-2

New hire affidavit, plus payroll if someone is enrolling and not listed on the Form UC-2