

Thank you for placing your client with QualChoice! We appreciate this opportunity to serve you and your group. Use this checklist of mandatory documents to ensure the timely and accurate processing of your new group paperwork.

Small Groups (2-50)	
	Group Application for Coverage
	Product Selection & Sold Rate Form
	Group Employee Application and Decline Coverage Form, or electronic spreadsheet for census enrollment Contact Regional Sales Manager, Sales Intake or Account Service Representative for authorized census template.
	Arkansas Quarterly Contribution and Wage Report for unemployment Send most recently filed report with roster of employees, identifying those who are part time (PT) and terminated (T). <i>Federal 941 form</i> will not be accepted. If a wage and tax statement is not applicable, please contact your Regional Sales Manager or Sales Intake for instructions.
	Copy of Sold Proposal(s)
	Binder payment for first month's medical, life and ancillary products sold
	Check: Make payable to QualChoice. If mailed, send to: QualChoice, Attn: Finance Dept., 12615 Chenal Parkway, Little Rock, AR 72211.
	ACH: If group has submitted <i>Authorization for Automatic Payments</i> , please let us know if binder should be drafted.
	Online: Quickest way to pay. Contact your Regional Sales Manager, Sales Intake or Account Service Representative for instructions.

Large Groups (51+)	
	Group Application for Coverage
	Product Selection & Sold Rate Form
	Group Employee Application and Decline Coverage Form, or electronic spreadsheet for census enrollment Contact Regional Sales Manager, Sales Intake or Account Service Representative for authorized census template.
	Copy of Sold Proposal(s)
	Binder payment for first month's medical, life and ancillary products sold
	Check: Make payable to QualChoice. If mailed, send to: QualChoice, Attn: Finance Dept., 12615 Chenal Parkway, Little Rock, AR 72211.
	ACH: If group has submitted <i>Authorization for Automatic Payments</i> , please let us know if binder should be drafted.
	Online: Quickest way to pay. Contact your Regional Sales Manager, Sales Intake or Account Service Representative for instructions.

Find forms at QualChoice.com. Under *For Brokers*, choose [Find a Form or Document](#).