

## ENROLLMENT INSTRUCTIONS

All of the following must be received by Employers Group Trust - Vision before a case can be processed:

1. Completed Application and Request for Participation and Agreement.
2. **Initial Deposit Premium** is not required and will be included in the first billing notice.
3. Employee Enrollment Census Form.
4. Signed Agent's Service Fee Agreement. This one-time agreement will be kept on file and will apply to all of your EVT cases submitted.
5. A copy of your current Accident and Health License and errors and omissions certificate from the state where the case was written.

***NOTE: Additional requirement for cases with 2-9 enrolled lives.***

6. A copy of the Employers last State Quarterly Wage and Contribution Report listing employees.

**All case materials must be received by the 10th of the month. Cases received after the 10th of the month will be effective on the first day of the following month when approved.**

All of the above must be returned to:

### **EMPLOYERS GROUP TRUST - VISION**

#### **C/O AMWINS GROUP BENEFITS, INC.**

2 Enterprise Drive, Suite 204, Shelton, CT 06484

If you require assistance or additional information, contact Sales Support:

1-800-243-2534, local (203) 924-2994, fax (203) 924-2644

To download additional Sales Kits, visit the EVT section of our website at [www.smallbizbenefits.amwins.com](http://www.smallbizbenefits.amwins.com)