



# District of Columbia Small Group Employer Application

For dental and vision group coverage

## Aetna Life Insurance Company

Company name (Legal name)		Doing business as (if applicable)	
Street address (PO box not acceptable)		City	State ZIP code
Billing address (if different from above)		City	State ZIP code
Phone number ( )		Fax number ( )	
Are there additional addresses or locations for this business? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , provide all addresses and locations.			
Company contact – Name and title		Company contact email	
Billing contact name (if different from company contact) <i>Online statements available. Activate access to your eBusiness account at <a href="http://www.aetna.com/employersregister">www.aetna.com/employersregister</a> when you get your approval letter.</i>		Billing contact email	
Enrollment contact name (if different from company contact)		Enrollment contact email	
SIC code	Nature of business	Federal tax ID number	Date business established (Month/Year):
Employer classification <input type="checkbox"/> S Corp <input type="checkbox"/> C Corp <input type="checkbox"/> Nonprofit <input type="checkbox"/> Partnership <input type="checkbox"/> Sole proprietor <input type="checkbox"/> LLC filing 1065 <input type="checkbox"/> LLC filing 1120 <input type="checkbox"/> LLP <input type="checkbox"/> Other: _____			

**Effective date of group plan** – The actual effective date will be assigned by the Aetna underwriting department if the application is approved.

Requested effective date: _____
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### Dental coverage selection

<b>Non-voluntary plan</b> – Plan option name _____ Option number _____
<b>Voluntary plan</b> – Plan option name _____ Option number _____
All dental plans are available with an Aetna medical plan. Non-voluntary plans are available with 2 or more eligible employees. Voluntary plans are available with 3 or more eligible employees.
<b>Employees in AZ, CA, GA, MA, MD, MO, NC, NJ and TX must either live or work within the approved DMO® service area to be eligible to enroll in the DMO®.</b>
<i>Aetna Life Insurance Company underwrites Aetna dental plans.</i>

**A group that has terminated with Aetna in the past 12 months for non-payment of premium must pay any premiums owed in full before Aetna will approve a group plan application and issue health benefits.**

**Please keep a copy of this application for your records. If Aetna accepts the application, it becomes part of the issued Group Agreement and / or Group Policy.**

**Vision coverage selection**

**Aetna Vision<sup>SM</sup> Preferred** – Plan option name \_\_\_\_\_

All vision plans are available standalone or in addition to other Aetna coverage selections for groups with 2 or more eligible employees.

*Aetna Life Insurance Company underwrites Aetna vision plans. First American Administrators, Inc. provides certain claims administration services. EyeMed Vision Care, LLC (“EyeMed”) provides certain network administration services.*

**Business eligibility**

Is your company a subsidiary of another company, an affiliate of another company, or under common control with another company?  Yes  No

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) states that all persons treated as a single employer under subsection (b), (c), (m), or (o) of section 414 of the Internal Revenue Code of 1986 shall be treated as one employer.

Does your company file state or federal taxes with another company or other companies on a combined or consolidated basis?  Yes  No

Are there any associated companies to be included with this group that are commonly owned?  Yes  No

Are multiple companies or multiple addresses to be included under this plan?  Yes  No

If you answered **yes** to any of these questions, complete the information below.

- A copy of the Quarterly Wage and Tax Statement must be provided for each group to be included for coverage.
- If you file or are eligible to file multiple businesses under one tax ID number, all businesses must be included as one group.

Business names of ALL groups including the company the groups are being written under	Tax identification number	Owner's name	Percentage of ownership	Number of employees	Is group to be included?
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered **no** to “Is the group to be included” above, explain why.

Does your company have branch offices or is your office a branch location?  Yes  No

**If yes**

- Is each branch office a separate legal entity?  Yes  No
- Is each branch a location of one legal entity?  Yes  No
- How many branch offices are there? \_\_\_\_\_
- Are taxes filed separately or as one common filing?  Separately  
 One common filing
- Where is each branch located? (List each branch business address separately.) Number of employees at each location

Do you use the services of a payroll company?  Yes  No

**If yes**

- Provide the name of the payroll company: \_\_\_\_\_
- Is group coverage available to you as a client of the payroll company?  Yes  No

Are you a professional employer organization (PEO)?  Yes  No

**If yes**

- Are you an existing Aetna customer who is a PEO? Aetna group number: \_\_\_\_\_  Yes  No
- Do you offer coverage to your clients under your PEO plan?  Yes  No
- Are any of your clients enrolling under this plan?  Yes  No
- Are you only covering the administrative staff of the PEO?  Yes  No

Are you currently a client of a professional employer organization (PEO)?  Yes  No

**If yes**

- Provide the name of the PEO: \_\_\_\_\_
- Is group coverage available to you as a client of the PEO?
- If **no**, provide a letter from the PEO indicating coverage is not offered to any employer groups.
- If **yes**, you are not eligible for small group coverage.

Yes  No

**Participation**

How many hours a week must your employees work to be eligible for coverage?		
Number of employees eligible for coverage (employees working the minimum hours to be eligible for coverage)		
Number of employees enrolling		Number of employees waiving Aetna coverage
Number of full-time employees excluding union employees		Number of employees working outside District of Columbia List all states _____
Number of part-time employees		Number of employees not actively at work
Number of 1099 employees		Number of COBRA or state continuation continuees
Number of union employees		Number of employees in waiting period and not eligible
Excluded classes: <input type="checkbox"/> Union – Local number: _____		
Are domestic partners to be included? <input type="checkbox"/> Yes <input type="checkbox"/> No If <b>yes</b> , it is assumed this applies to both same sex and opposite sex partners unless you notify Aetna differently.		

**Eligibility waiting period**

The eligibility date will be the first day of the policy month after the waiting period for 0, 30 or 60 days. Policy month refers to the contract effective date of the first or fifteenth of the month.

If "0 days" is selected and the employee is hired on the first day of the month, the effective date will be the date of hire.

If the group has a fifteenth day of the month bill cycle, the new hire will be effective on the fifteenth day of the month after the waiting period chosen.

Do you want to waive the waiting period for present employees enrolling with the group (even those who have not met the full waiting period)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waiting period for future employees: First day of policy month following: <input type="checkbox"/> 0 days - A date of hire effective date is not allowed. <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days	

**Employer premium contributions - dental**

Employer premium contribution for employee: _____ %	Employer premium contribution for dependent: _____ %
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**Prior carrier information**

Is this plan a total replacement for any existing group plans?	Carrier name	Phone number	Start date	End date
Current dental carrier <input type="checkbox"/> Yes <input type="checkbox"/> No				
My current group dental plan has the following (Check all that apply): <input type="checkbox"/> Discount dental <input type="checkbox"/> Preventive only <input type="checkbox"/> Preventive and basic <input type="checkbox"/> Major services <input type="checkbox"/> Orthodontia – Orthodontic max \$ _____ Be sure to submit a copy of the most recent dental benefit summary to receive credit for major and orthodontic coverage.				
Has your business ever been insured with Aetna? If <b>yes</b> , provide group number: _____ <input type="checkbox"/> Yes <input type="checkbox"/> No				

## Signature section

The Applicant agrees to the following:

- An employee cannot contribute to non-contributory coverage, unless an authorized representative of Aetna approves the change in writing.
  - An employee cannot contribute for contributory coverage for the current coverage period at a higher rate than shown on this application.
  - Only a person who is a bona fide, full-time employee, regularly performing the duties of their occupation, is eligible for coverage, unless otherwise specifically provided in the Group Agreement / Group Policy.
  - The Group Agreement / Group Policy determines the:
    - Contractual provisions
    - Procedures
    - Exclusions and limitations
  - The Group Agreement / Group Policy will govern in the event they conflict with any:
    - Benefits comparison
    - Summary
    - Other description of the plan
  - All statements in this application are representations and not warranties.
  - I acknowledge that Aetna provided written information that I used in selecting this plan. Brokers, agents or consultants are not authorized to modify the terms of the offer or to agree to changes. All material terms of plan coverage are set forth in the plan documents.
  - I agree to make all Aetna plan related paper or online member documents available to my employees.
  - I agree to make payroll and other records, directly related to the employee's plan coverage, available to Aetna for inspection. This will occur after a reasonably advanced request at:
    - Aetna's expense
    - My office during regular business hours
- This provision shall survive termination of plan coverage and the applicable plan documents.
- Aetna may inspect all data that has bearing on coverage or premiums while the plan coverage is in force.
  - I am responsible to select, in accordance with applicable state law, the plans offered to my employees and the contribution amounts.
  - Information on agent's compensation is available from my agent or at [www.aetna.com](http://www.aetna.com).
  - Participating physicians, hospitals and other health care providers are independent contractors. They are neither agents nor employees of Aetna.
  - The availability of a plan or program may vary by geographic service area. Some benefits are subject to limitations or maximums. Aetna does not provide health, dental or vision care services and it cannot guarantee any results or outcome.
  - I hereby apply for the coverages indicated above. I certify that all information in this application is accurate and complete.
  - I understand Aetna will rely on the information I provide to determine:
    - Eligibility for coverage
    - Setting premium rates
    - Compliance with applicable laws
    - Other purposes
  - Any material misrepresentation or fraudulent statement may result in:
    - Rescission of coverage under the Group Agreement / Group Policy
    - Rescission of the Group Agreement / Group Policy
    - Termination of coverage
    - Increase in premiums
    - Fines
    - Civil damages
    - Imprisonment
    - Other consequences
  - When a group has had a prior Aetna plan that terminated within the past 12 months and is now applying for New Business coverage, unless the group has been relieved of prior obligation through bankruptcy proceedings, **Aetna is not obligated to issue New Business coverage until premiums are paid current.** Coverage should be denied if any back premiums are due for the prior Aetna coverage or if outstanding premium is not paid in full when applying for new coverage.
  - Aetna reserves the right to audit documentation as evidence of business activity at any time in order to:
    - Validate compliance with eligibility and underwriting guidelines
    - Validate the applicability of state and federal laws

I understand that my failure to comply with any such request may also result in termination of coverage, increase in premiums, or other consequences.

*Continued on next page*

**Signature section (Continued)**

**EMPLOYER ACKNOWLEDGMENT – Employer waiting period**

The Affordable Care Act and subsequent federal regulations prohibit group health plans and health insurance issuers from requiring any eligible plan participants and beneficiaries (employees and dependents) to wait no more than 90 days before their health coverage goes into effect.

- The regulations define the group health plan as the Employer or plan administrator.
- The regulations define the issuer as the insurance company.
- Since the requirement applies to both the group health plan and the issuer, each party's obligation is satisfied if the 90 day waiting period is honored. However, if either party doesn't comply, both are subject to a penalty.
- I agree to provide the following information of the plan participants and beneficiaries to Aetna:
  - Effective date information
  - Eligibility
  - Waiting period required under federal law
- Aetna will use the information provided by the employer to enroll plan participants and beneficiaries in the employer's group health insurance coverage. In the event this information changes, the employer shall inform Aetna immediately.

**ELECTRONIC ENROLLMENT, BILLING / PAYMENT AND ACCESS AGREEMENT**

**Enrollment:** As of my participation date:

1. I agree to keep copies (paper or electronic) of actual enrollment forms. I agree to maintain a reasonably complete record of enrollment and eligibility information (via electronic, interactive voice response technology and / or hard copy format), including:
  - Evidence of coverage elections
  - Evidence of eligibility
  - Changes to such elections and terminations

Records must be available to Aetna upon request and retained for seven years.

2. I agree to create and maintain records on secure information systems that can generate hard copies of enrollments or changes maintained on electronic information systems. Any hard copy records generated pursuant to this provision shall meet reasonable standards of availability, authenticity, non-repudiation and integrity.
3. I agree that all enrollment and eligibility information presented to Aetna is accurate and timely updated. I acknowledge that Aetna can and will rely on such information in determining whether an individual is eligible for benefits under the plan. I agree to pay Aetna promptly any applicable back premiums as the result of a discrepancy between the enrollee information and the actual information presented by the enrollee. The premium due to Aetna starts accruing as of the date on which the enrollee's information changed.
4. Insured plans must either:
  - Use Aetna-supplied forms in paper format or electronic format or
  - Agree to incorporate the following four points into any enrollment materials
    - Names of the Aetna company offering the insurance coverage
    - State-specific fraud warning statement
    - A statement that the terms of the insurance documents will govern the member's rights and responsibilities
    - An acknowledgment that participating providers are not agents or employees of Aetna and that network composition can change
5. I am responsible for adhering to both state and federal laws and regulations when submitting terminations to Aetna.
6. If otherwise permitted, when retro-terminations are submitted, Aetna will regard the submission as verification that no premium / contribution was paid by the member / dependent for that period.

**Billing / payment:** I agree to receive my bill online each month. Any contractual provisions related to non-payment of premium continue to be applicable. I understand and agree to the terms set forth in this agreement. By signing below, I represent that I am authorized to sign this agreement.

**MISREPRESENTATION:** Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or knowingly presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

Signed at city, state	Applicant (company name)
Authorized applicant signature	Official title
Print name of authorized applicant	Date

**Agent or broker certification**

I certify that I am not aware of any information not disclosed in this application by the client that may have bearing on this risk, for all products applied for in this application.

I certify that I have advised the client not to terminate any existing coverage until receiving written notice from Aetna that the coverage applied for by this application is accepted.

Appointment with Aetna: In order to receive commissions you must be appointed with Aetna. To become appointed with Aetna, apply online:

<https://pangea.geninfo.com/Aetna/Apply/Default.aspx>. If you are not yet appointed and your state has a limited time to become appointed, you may want to include another broker from your office.

<b>Agent or broker name:</b>		National producer number:	
Agency name:		TIN:	
Pay commissions to (check one): <input type="checkbox"/> Broker <input type="checkbox"/> Agency		Phone: (    )	Fax: (    )
Address:		City:	State:    ZIP:
Signature*:	Date:	Email:	% of credit:
Broker admin assistant name:		Broker admin assistant email:	
*I hereby certify that I am licensed to sell Aetna products in the District of Columbia.			

<b>Agent or broker name:</b>		National producer number:	
Agency name:		TIN:	
Pay commissions to (check one): <input type="checkbox"/> Broker <input type="checkbox"/> Agency		Phone: (    )	Fax: (    )
Address:		City:	State:    ZIP:
Signature*:	Date:	Email:	% of credit:
Broker admin assistant name:		Broker admin assistant email:	
*I hereby certify that I am licensed to sell Aetna products in the District of Columbia.			

<b>General Agent (GA) name:</b>		TIN:	
Selling agent name:		Email:	
Phone: (    )		Fax: (    )	
Address:		City:	State:    ZIP:
Signature*:			Date:
GA admin assistant name:		GA admin assistant email:	
*I hereby certify that I am licensed to sell Aetna products in the District of Columbia.			