



Vigilant Group Benefits Trust (VGBT)

New Business / Renewal Checklist

Thank you for your continued partnership with Vigilant Group Benefits Trust (VGBT). We have put together a New Business / Renewal Checklist with all of the paperwork required for us to process your group. Please include the following documents with your new business or renewing group submissions:

New Business Mandatory Forms:

- Group Master Application
- Employee Applications or census enrollment spreadsheet *(census enrollment is preferred)*
- Binder Check for first month's premium
 - Please make check payable to: Vigilant Services - TPA
- Copy of the quote that was sold
- Vigilant membership application
 - No Check Required - Vigilant will invoice the group once the application is received

Optional Forms (Required if applicable to the group):

- Waiver Forms
- Deductible Credit Report

Renewal Mandatory Forms:

- Group Master Application
 - If the group is making plan changes and multiple medical plans are selected, please include an enrollment spreadsheet indicating employee plan selections (submitted with the group Master Application)
- Employee Applications for new employees or dependent changes at open enrollment

Please submit all new business or renewing group paperwork in a complete packet to DiMartino Associates by the 15th of the month prior to the effective date:

New Business Email: VGBT@dimarinc.com

Renewals Email: VGBTrenewals@dimarinc.com

General Inquires: VGBT@dimarinc.com or call (206) 623-2430