



## **Vigilant Manufacturers' Trust (VMT)**

### **New Business / Renewal Checklist**

Thank you for your continued partnership with Vigilant Manufacturers' Trust (VMT). 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
- Binder Check for first month's premium
  - Please make check payable to: Vigilant Manufacturers' Trust
- Copy of the quote that was sold
- Vigilant membership application
  - Vigilant will bill the group directly once the application is received from DiMartino's office

#### **Optional Forms (Required if applicable to the group):**

- Waiver Forms
- Deductible Credit Form

#### **Renewal Mandatory Forms:**

- 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 20<sup>th</sup> of the month prior to the effective date:**

**New Business Email:** [VMT@dimarinc.com](mailto:VMT@dimarinc.com)

**Renewals Email:** [VMTrenewals@dimarinc.com](mailto:VMTrenewals@dimarinc.com)

**General Inquires:** [VMT@dimarinc.com](mailto:VMT@dimarinc.com) or call (206) 623-2430