

Small Group Enrollment Checklist:

Welcome to the Business Council of Westchester! If you are interested in one of our Small group options please make sure you have the following:

- € Fully completed group application.
- € Signed copy of the rates for the selected plan.
- € Completed enrollment forms (make sure all SSN & DOB are clear on the form).
- € Waivers if applicable.
- € Student verification forms if applicable.
- € Copy Medicare ID card if applicable.
- € Binder check for the first month's premium (made out to the carrier).
- € Most recent tax documentation (NYS-45, K-1).
- € Group termination letter for prior carrier on your group's letterhead if applicable.
- € Return everything to Michaels and Associates. Our address is 80 Business Park Drive, Suite 306, Armonk, NY 10504.
- € Feel free to contact our office with any questions or concerns at (914) 273-4723.