



# New Business Late Submission Form

Aetna Small Group  
Northeast Region

For use on new business cases submitted to Aetna Small Group AFTER:

- 25<sup>th</sup> of the month for 1<sup>st</sup> of month effective dates
- 10<sup>th</sup> of the month for 15<sup>th</sup> of month effective date

In order for new business cases to be submitted late, up to and including the requested effective date, this form is required. Cases received after the effective date will be moved to the next available effective date.

We want to assure that both Group Administrator and the Broker understand the impact of a late submission.

**Please sign below. Your signature acknowledges the following:**

- This new business case has been submitted to Aetna's Underwriting Department after the deadline for the proposed effective.
- The case will be subject to underwriting review and evaluation.
- This does not guarantee coverage until approved by Aetna Underwriting.
- The application for coverage may not be approved until after the effective date.
- If approved, we understand that Aetna will not be able to produce a group/control number, member ID numbers or member ID cards until the installation is completed.

## A. Group Information

1. Group Name	
2. Group Address	
3. Group Administrator Signature	4. Date (MM/DD/YYYY)

## B. Broker Information

1. Broker Name	
2. Broker Signature	3. Date (MM/DD/YYYY)