New Group Set-up Checklist

☐ Group Master Application
  • Please make sure all questions are answered completely.

☐ Employee Enrollment
  • Enrollment census: use the convenient template which indicates required fields in green. This is the fastest and easiest way for enrollment.
  • Enrollment forms: make sure enrollment forms are filled out completely and legibly as possible.

☐ First Month’s Premium Payment (Binder Check)
  • EFT form: if electronic funds transfer (EFT) is elected then no binder check is required.
  • Check copy: provide a copy of the front and back of the binder check. Premium checks should be made payable to AZTC and mailed directly to:
    Vimly Benefit Solutions
    ICO: AZTC
    PO BOX 6
    Mukilteo, WA 98275

☐ Signed, Circled/Highlighted and Dated Rate Sheet
  • Rate sheets can be signed by the Broker/GA or Employer Group as verification of rates shown.

If NOT currently an AZTC member

☐ AZTC Online Membership Application: https://tech.aztechcouncil.org/member/newmemberapp/
Questions on membership?
Email: membership@aztechcouncil.org or call 602.343.8324
Send all completed paperwork to aztc@dimarinc.com