

NEW GROUP SET UP CHECKLIST



New Group Setup Checklist

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Group Master Application

- Please make sure all questions are answered completely.

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Employee Enrollment

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

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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

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Signed, Circled/Highlighted & 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

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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