

Wisconsin Bankers Association (WBA) Sold Case Installation Checklist

Wisconsin Association Health Plans (AHP).

Documents required to install a new group.

Preliminary Rates:

- Small Group 1–50 Employer Application
- AHP Employer Participation Agreement
- AHP Certification Form
- Individual Applications and/or UnitedHealthcare New Business Enrollment Spreadsheet
- Wage & Tax Statement and Proof of Ownership documents required for all groups with 2–9 eligible employees. For groups with 10+ eligible employees, a Participation Certification Form is required in lieu of the Wage & Tax Statement
- Sold Exhibit/Quote:
- Copy of Binder Check:
 - Payable to **UnitedHealthcare** or UnitedHealthcare Direct Debit Form.
 - Please send only the original binder check to the below address for processing.
 - Include the Tax ID number in the memo section of the check.

UHS Premium Billing
P.O. Box 94017
Palatine, IL 60094-4017

- If using overnight services:

UHS Premium Billing
Attn: Box 94017
5505 N. Cumberland Ave. Ste. 307
Chicago, IL 60656-1471



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