

NEW GROUP SET-UP CHECKLIST

- Group Master Application**
 - Please make sure all questions are answered completely.
- Employee Enrollment**
 - Employee Applications or census enrollment spreadsheet
- Binder check for first month's premium**
 - Check copy: provide a copy of the front and back of the binder check.
 - Premium checks should be made payable to **NWFA** and mailed directly to:

Mailing Address

Vimly Benefit Solutions

NWFA

PO Box 6

Mukilteo, WA 98275

Physical Address

Vimly Benefit Solutions

NWFA

12121 Harbor Reach Dr, Suite 105

Mukilteo, WA 98275

- Copy of the quote that was sold**

If NOT currently a Washington Bankers Association (WBA)/Community Bankers of Washington (CBW) member:

- WBA/CBW Membership**
 - Online Membership Application: <https://www.bankerscontent.com/nwfaor>

Optional forms if required by group

- Common Ownership form**
- Waiver Forms**
- Most recent EOB for deductible credit**

Please submit all new business group paperwork in a complete packet to DiMartino Associates by the 15th of the month prior to the effective date:

General Inquiries / New Business Email: NWFA@dimarinc.com or call (800) 488-8277