



Insured by: **Companion Life Insurance Company**  
BasicPlus Insurance Services, LLC

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## New Association Group and Member Submission Guidelines Checklist

- 1) Fully completed association application with original signatures, when applicable for a newly approved association
- 2) Fully completed member application(s) with original signatures
- 3) Fully completed agent licensing items (unless you are currently appointed with FlexMED/BasicPlus Companion)
- 4) Executed copy of the appropriate selected proposal page(s)
- 5) For list billings, the first month's initial payment is collected and submitted by the agent (be sure to include the billing fee)
  - the full first month's payment must be made by the billing entity's check; a \$15 billing fee will be added to all monthly invoices
  - the initial payment check must match the proposals for the number of enrollees
  - payment checks should only be sent with new list billing groups; if a member is added to an existing list billing group, TCC will bill the list billing entity
  - Checks are to be made payable to TCC, INC.
- 6) OR, a fully completed Important Information And Premium Mode Selection Form
- 7) Social Security Number: each member must be asked for the Social Security Number of all family members to covered; if a social security number cannot be obtained, i.e., the government has not issued one, TCC will accept a unique nine-digit number from the member
- 8) BasicPlus must receive ALL completed applications and forms by the 15<sup>th</sup> of the month prior to the requested effective date to ensure all approved members are in the system by the requested effective date; approved applications received between the 15<sup>th</sup> and the 20<sup>th</sup> may not be "system ready" until after the 1<sup>st</sup>.

Mail all completed items to:  
BasicPlus Insurance Services, LLC  
4408 Forest Drive  
Columbia, SC 29206  
Toll free fax 1-877-226-2987



4408 Forest Drive / Columbia, SC 29206 / (800) 894-0740