



Alaska New Group Submission

In order to process a new group submission for AGC Health Benefit Trust – AK Chapter, the following items are required:

- AGC Membership/Dues Paid
 - Please contact Barbara Rowland at 907-561-5354 for assistance with AGC membership
- Master Application, completed and signed
- Individual Health Statements (Groups under 100)
- EFT form completed, and voided check attached
- Employee Enrollment Forms, completed and signed by the employee(s)
- COBRA Administrative Agreement (if applicable)
- CDHP Group Enrolment Form (if applicable)
- Late Submission Letter/Application (if submission received later than 20th of the month)

~ALL OF THE ABOVE ITEMS ARE REQUIRED AT THE TIME OF SUBMISSION~

AGC HBT AK Chapter will be unable to accept a new group sale without all of the above items.

In addition, the following items may be required; however they are not required at the time of submission:

- Deductible Credit Forms (If necessary)
- Fax or Scan/Email all forms to AGC Service Center

(866)264-8932 service@agchealthplansnw.com

- Mail Master Application and EFT form and voided check to:

Willis of Oregon, Inc.
C/O AGC AK Service Center
222 SW Columbia St., Suite 600
Portland, OR 97201
Phone: (866)298-8263 Fax: (866)-264-8932
Email: service@agchealthplansnw.com