

December Deadlines

OFFICE IS CLOSED 12-24-18 and 12-25-18*

OFFICE IS CLOSED 12-31-18 and 1-1-19*

Capital New Business Effective 1-1-19—paperwork is due 12-14-18 by 10am with nothing missing.

Capital Renewals—plan changes are due no later than 12-20-18 3pm with nothing missing.

Capital 1-1-19 Termination: Due prior to 12-20-18—they have a specific form-can be found on URL site.

Highmark CPA & NEPA New Business Effective 1-1-19--- paperwork is due 12-21-18 by 10am with nothing missing.

Highmark Renewals for CPA & NEPA--- plan changes are due no later than 12-28-18 by 10am

Highmark 1-1-19 Terminations for CPA & NEPA: Due no later than 10am on 12-28-18-- they each have a specific form-can be found on URL site.

Aetna New Business Effective 1-1-19—Sales Notice must be submitted 12-21-18 by 10am, ALL required documents will need to be submitted 12-28 by 10am.

General Rule of thumb to follow---everything should be done prior to the 15th of the month prior to the effective date

Holidays make alter some deadlines