

## 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 15<sup>th</sup> of the month prior to the effective date**

**\*Holidays make alter some deadlines\***