



**Minuteman Health (MHI) New Business Submission Checklist
Groups 51+**

- Completed/Signed Group Enrollment form
- Employee Enrollment template or all Employee Enrollment forms
(incomplete/illegible forms will delay enrollment)
- All Waiver forms *(requires employee signature)* for dual carrier offering MHI will accept a copy of the carrier's invoice with employees listed *(on request)*
- Quarterly Tax & Wage Statement *(most recent copy; must list all employees)*
- MHI Direct Authorization form
- Signed Employer Group Agreement
- Signed Quote with Plan Selection(s)

*1st month premium check is **NOT** required with applications. MHI will bill the new group after all final enrollment materials are processed.

Please send or email all paperwork to:

Contact Info:

Chris Riche
christopherriche@minutemanhealth.org

Peter Hess
peterhess@minutemanhealth.org

Bruce McGregor
brucemcgregor@minutemanhealth.org

Eric Thornberg
ericthornberg@minutemanhealth.org

Mailing Address:

Massachusetts Office:
Minuteman Health
P.O. Box 120025
Boston, MA 02111

New Hampshire Office:
Minuteman Health
P.O. Box 5434
Manchester, NH 03108