



Acknowledgement of Late Submission for New Group Paperwork

To ensure your group's health benefits are processed smoothly and promptly with the WTIA, it's essential to submit all required enrollment materials on time.

Submission Deadlines and Required Documentation

- Materials submitted ***between the 15th and the last business day of the month*** must include a completed and signed copy of this late enrollment acknowledgment letter from the designated group representative and group producer.
- Enrollment materials received after the 15th of the month may experience processing delays, which may impact access to health services.

Late enrollment submissions may lead to delays in the following:

- ID cards and Benefit booklets
- Access to pharmacy benefits
- Initial billing statement
- HSA and FSA setup and access (if applicable)

Employee Impact:

Please inform your employees of the following potential impacts due to late enrollment:

- ID cards and pharmacy benefits may not be available by the effective date. Initially, employees may need to pay upfront for services until their enrollment is processed in the WTIA system.
- If an HSA plan was selected, employees will not have access to their HSA funds for claim reimbursement until the HSA setup is complete. Claims incurred before HSA setup cannot be reimbursed from the HSA.

Action Required:

To acknowledge your understanding of these delays and impacts, please sign below:

Group Name:

Group Representative Name & Title (Print):

Producer of Record (Print):
