



## New Business Checklist

Thank you for your partnership with Washington Farm Bureau Healthcare (WFBH). Please include the following required documents with your new business submissions:

All documents can be found at <https://wfbhealthcare.com/brokers/>

### New Business Mandatory Forms:

- Group Master Application
- Employee Applications *or* Census Enrollment spreadsheet
- Copy of the quote that was sold
- Binder check for first month's premium (**optional**)
  - Please make check payable to: WA Farm Bureau Healthcare and mail to below address:  
**Rehn & Associates**  
**PO Box 5433**  
**Spokane, WA 99205**
- WA Farm Bureau membership application (Membership fee can be paid by check or online at <https://wsfb.com/application> )
  - Please make check payable to: WA Farm Bureau and mail to below address:  
**WA Farm Bureau**  
**975 Carpenter Rd NE, #301**  
**Lacey, WA 98516**

### Required if applicable to the group:

- WFBH Authorization For Direct Withdrawal Form (EFT Form)
- Employer Portal User Access Form
- Most recent EOBs for deductible credit

**Please submit all new business materials to DiMartino Associates by the 20<sup>th</sup> of the month prior to the effective date**

Enrollment materials can be sent electronically to [laura@dimarinc.com](mailto:laura@dimarinc.com).

For any questions, please call us at (800) 681-7177