



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:

New Business Mandatory Forms:

- Group Master Application
- Employee Applications or census enrollment spreadsheet
- Binder check for first month's premium
 - Please make check payable to: WA Farm Bureau Healthcare
- Copy of the quote that was sold
- WA Farm Bureau membership application and applicable annual membership fee
 - Please make check payable to: WA Farm Bureau

Required if applicable to the group:

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

Please submit all new business in a complete packet to DiMartino Associates by the 20th of the month prior to the effective date:

**DiMartino Associates
Attn: Laura Ziebell
1325 4th Avenue, Suite 1705
Seattle, WA 98101-3631
800-681-7177**

You can also send enrollment materials electronically to laura@dimarinc.com. Checks can be sent to the address above.