



NEW GROUP CHECKLIST

Please submit the following when enrolling a group with Evergreen Security Trust.

- Group Master Application (2 pages)
- Employee Applications, including applications for Life only coverage (1 page per employee)
- Copy of group's prior carrier bill
- First months binder check (made payable to Evergreen Security Trust)
- Quarterly Tax & Wage Report 5208 B for last completed quarter on file (okay to white-out salaries and social security numbers). If the group is not able to submit this information with above enrollment materials, it will be requested at a later date.