



# ARKANSAS 1-50

## SAM Submission Checklist

### 1-50 Average Total Number of Employees

- Please make sure the final quote in SAM, matches final enrollment before starting installation.
- **IMPORTANT NOTE: MAKE SURE YOU DESELECT ANY PLANS GROUP NOT ELECTING BEFORE HITTING ENROLL.**
- **Employer Application** information needed to complete electronically
- **Employee Applications** or **Enrollment Spreadsheet** needed to complete electronically
- Wage and Tax Documents for 1-9 eligible attached in SAM or **Participation Form** for 10+ eligible attached in SAM
- Copy of Binder Check will need to be attached in SAM, with original Check mailed with Binder Coversheet OR **Direct Debit Form** completed and attached in SAM