



SW VIRGINIA 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 along with Binder Coversheet OR **Direct Debit Form** completed and attached in SAM