

# 4 Key Reminders when Writing Worksite with Illinois Mutual

## 1 Paperwork Deadline

Effective dates are always the first of the month. We must receive all initial setup paperwork and applications by the **23rd of the prior month** for coverage to begin the following month.

This applies to both new and existing groups.

## 2 Group Eligibility

Group eligibility is determined by the Standard Industrial Classification (SIC) code. This SIC code is reviewed by our sales and underwriting teams and **must have approval before enrolling employees.**

We have further training materials for you to learn more about the above information, and more!

## 3 Requests for Proposal

Requests for proposals typically have a turnaround time of **24 to 48 business hours.**

## 4 Employee Enrollment

We must receive all setup paperwork **three business days** prior to employee enrollment.

An underwriter will reach out to the group administrator via email or phone to confirm the setup of the account.



Let us help you sell to your next group!

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