

MCF Benefit Plan (Group Size 2-50) Sold Case Submission Checklist

Thank you for selecting Anthem Blue Cross and Blue Shield and the MCF Benefit Plan. Following is a list of items necessary to enroll your business. To expedite the processing of your group, please submit the items below via FormFire to MCFBP@anthem.com. Incomplete documents will be returned to you for completion and incomplete submissions may delay the effective date. We require a minimum of 30 days for processing a new case submission. The 30-day period begins when all checklist items are received in our office with no missing information.

- MCF Benefit Plan Participation Agreement
- Missouri Form 2
- MCF Benefit Plan Participating Business Acknowledgement Agreement
- MCF Benefit Plan employer application
- MCF Benefit Plan employee applications (including medical histories for enrollees)
- Signed rates, benefit summaries, and quote stipulations
- Anthem Excel census enrollment template (IM01) loaded and submitted via FormFire
- Proof of chamber membership (acceptable formats shown below)
 - A letter from the Chamber of Commerce stating the employer is a member in good standing. The letter must be on letterhead specific to the employer's declared Chamber of Commerce.
 - An email from the employer's declared Chamber of Commerce stating the employer is a member in good standing. The email must specify the sender's name and title, and must show the sender's email address, date, and timestamp.
 - A copy of a cancelled check or credit card receipt that indicates payment of membership dues in the employer's declared Chamber of Commerce.
- Most recent Quarterly Wage & Tax Filing - annotated full-time, part-time, seasonal, terminated as well as "waiver" (for those declining coverage due to other coverage) and "decline" as applicable.
- MCF Benefit Plan Electronic Funds Transfer (EFT) banking form and voided check