



PREMIER ONE

NEW GROUP SET-UP

Welcome to Premier One!

Please see the following initial information needed for Premier One to set up your Group.

Agent Name: _____

Group Name: _____

Business Contact for Invoices: _____

Business Address: _____

Business Phone Number: _____

Email to send Monthly Invoices: _____

Premium Payment Information

- Premier One automatically sends monthly invoice 1st of the month to employer.
- Premier One (ACH) withdraw on the 15th of each month.
- Premier One pays premiums starting on the 16th for the following month.
- PMG must be notified of all terminations by the 10th of the month in order to stop premium payment.

Owner or Authorized Representative Signature: _____

All information should be submitted to:

Karen Scherrer, Premier One Administrator

Phone: 260-755-3585 ext. 102

Fax: 260-444-4212

Email: Kscherrer@pmgagency.com

Administration Fee: \$20 per employee for 6+ employees enrolled and \$35 per employee for 1-5 employees enrolled.