



## 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: \_\_\_\_\_

New Hire waiting period for contribution:                      date of Hire  
or First of month after                      30 days                      60 days                      90 days

#### Premium Payment Information

- Premier One automatically sends monthly invoice 1<sup>st</sup> of the month to employer.
- Premier One (ACH) withdraw on the 15<sup>th</sup> of each month.
- Premier One pays premiums starting on the 16<sup>th</sup> for the following month.
- PMG must be notified of all terminations by the 10<sup>th</sup> 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](mailto:Kscherrer@pmgagency.com)