

UNITED CONCORDIA

SOLD GROUP CHECKLIST

The following items should be provided as accurate and complete documentation necessary to begin the account installation process.

Required Materials for New Groups:

- _____ **Group Application/Sales Information**
- _____ **United Concordia Group Application**
- _____ **Binder Check**
 - **Please ensure a separate binder check is made out to United Concordia Companies, Inc. for the dental line of business.**
 - **Check should be for the amount estimated to be the first month's premium.**
- _____ **United Concordia Subscriber Applications**

These items should be sent directly to United at the address listed below by the 20th of the month. This will ensure that the paper work is processed in time for the group to be installed. Should you have any questions please contact your United Concordia Representative.

**United Concordia Companies
159 Express Street
Plainview, NY 11803
516-827-6720**