NorthWind, LLC

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Sold Case Requirements

The following is required to bind coverage:

Signed proposal signed under the requested option by an authorized official of the plan sponsor or the agent of record.

Signed application by an authorized official of the plan sponsor or the agent of record.

Disclosure form completed in full and signed by authorized official of the plan sponsor and administrator (if the group is currently with the TPA.) Failure to list individuals meeting criteria on the statement may result in denial of coverage or may subject the account to additional contractual conditions.

All requested information must be provided before terms can be finalized. These items include:

Binder check

Large Claims Information

Case Management Reports

Updated Aggregate Reports

Plan Documents

Any other items specified on the quotation

Agent licensing form: the agent receiving commissions must be licensed in the state where the plan sponsor is located and appointed by the carrier. We require a copy of the agent's license for that specific state along with a completed copy of the licensing form.

Plan document, signed by an official of the plan sponsor prior to issuing a policy. Furthermore, any changes made to the plan document submitted at the time of policy inception must be made available to NorthWind, LLC immediately and may require adjustments to the rates of the policy.