

New Business Submission Form/FaxApp

To: Cigna Supplemental Benefits

Fax #: 877-704-8186

AGENT INFORMATION *(Required)*

FROM:	
PHONE #:	FAX #:
WRITING #:	EMAIL:
DATE:	NUMBER OF PAGES: + cover

APPLICANT INFORMATION *(Required)*

NAME:	SS#:	<input type="checkbox"/> Combo <input type="checkbox"/> CWA <input type="checkbox"/> Draft
NAME:	SS#:	<input type="checkbox"/> Combo <input type="checkbox"/> CWA <input type="checkbox"/> Draft
NAME:	SS#:	<input type="checkbox"/> Combo <input type="checkbox"/> CWA <input type="checkbox"/> Draft
NAME:	SS#:	<input type="checkbox"/> Combo <input type="checkbox"/> CWA <input type="checkbox"/> Draft
NAME:	SS#:	<input type="checkbox"/> Combo <input type="checkbox"/> CWA <input type="checkbox"/> Draft

All applications submitted with a single cover sheet must be from the same writing agent.

PROCEDURES

For the fastest service, send one application per cover sheet and only one application per transmission, unless sending a combo application. Check the Combo box if you are submitting multiple applications for one applicant. You may send up to five applications with a single cover sheet per transmission. **However, do not exceed 25 pages per transmission.**

Simply complete the application, and fax the following to 877-704-8186.

- FaxApp Cover Sheet
- Application in numeric page order
- Any state-specific or replacement forms, if applicable
- **Copy of the initial premium check, if collected from the customer at the point of sale**

Medicare supplement under age 65 (disabled) cases are not eligible for the FaxApp Program. You must mail the completed application with a check for the first month's premium to the Imaging – New Business address below.

PREMIUM

- Agents are encouraged to utilize the Bank Draft Authorization form to draft for the first premium in lieu of collecting the initial premium from the applicant.
- If you collected initial premium from the applicant, **please indicate the case number on the check** and mail the check, stapled to the top of the FaxApp cover sheet, to:

Imaging – New Business
P.O. Box 559015, Austin, TX 78755-9015

We must receive the premium within 10 days of receipt of the application. If it is not received within 10 days, we will send you a letter stating that the money for the policy must be submitted immediately. If we do not receive the check after 20 days, a letter will be sent stating that the contract will be cancelled in 5 days, unless we receive payment for the issued contract. **If we do not receive payment after 25 days, a letter will be sent to you and the applicant stating that the file has been closed and the policy has been cancelled due to non-payment of premium.**

