



## IMPORTANT NOTES FOR INSURANCE

1. Participation in the chamber's medical/dental insurance programs is predicated on active membership status; non-receipt of membership investment will result in cancellation of coverage.
2. All paperwork, e.g., enrollment applications, tax records, etc., must be returned *to the chamber office* for processing. They may be emailed to [catherine@coloniechamber.org](mailto:catherine@coloniechamber.org) or faxed to 518.785.7173. Tax documentation requirements differ by carrier, please ask for assistance.
3. Insurance is billed by and payment remitted to the Colonie Chamber of Commerce:
  - Is billed quarterly, one month in advance of the quarter
  - It is due by the Payment Due date reflected on the invoice
  - A late charge is assessed to all accounts not paid by the due date shown on the invoice.
  - The ACA requires dependents age 19 or younger – *including newborns* – on your enrollment application be insured for pediatric vision & dental coverages. That additional premium *will* be added onto your invoice.
  - Insurance payments may be cash, check, money order or ACH; please call for ACH information. Credit cards are not accepted for insurance payments.
4. Fees: Non-refundable consultative fees of \$8.00/month medical, \$4.00/month dental, \$1/month vision, per primary insured, are included in the rates reflected on the website.
  - There is a one-time charge of \$15.00 to set up each medical/dental/vision account.
  - Returned checks are assessed a \$35.00 fee the first time. Second occurrences require payment be remitted via certified check, money order, cash or ACH **only**.
  - Accounts cancelled for non-payment then reinstated are assessed a \$50.00 per person fee.
5. Termination notices must be submitted in "writing"; to [catherine@coloniechamber.org](mailto:catherine@coloniechamber.org) or via fax to 518.785.7173. Notices must provide the name of the person & the date coverage is to be cancelled.
  - Cancellation of *dependents only* requires submission of an updated application/change form bearing the primary insured's pertinent data and signature.
  - Any applicable monetary adjustments are distributed upon receipt from the carrier.
6. Open enrollment periods:
  - All medical, three dental & the vision plans offer open enrollment at the end of the year for a Jan1 effective date of coverage.
    - ~ Guardian dental open enrollment is during *March* for an April 1 effective date of coverage.
  - CDPHP & MVP offer mid-year open enrollment periods for their medical/dental plans for a July1 effective date of coverage.
  - All other enrollments require the occurrence of a "*qualifying event*".
7. The owner of a business or the spouse of the owner – even if on the payroll or a valid partnership – are no longer considered "employees".
  - Businesses of 2-100 employees must have at least one "*common law*" employee insured by the company for the owner or their spouse to secure a "small group" insurance plan.
  - *Non-spousal* partnerships qualify as small groups & some carriers accept LLCs, S & C corps with at least two non-spousal shareholders, as small groups.
  - The chamber offers multiple *off-exchange* plans for sole proprietors/individuals.
  - Businesses of 50 or fewer employees are not *required* to provide insurance coverage.

