

VIGILANT[®]

● Construction Trust

Vigilant Construction Trust of Arizona (VCTA)

New Business Checklist

Thank you for your partnership with Vigilant Construction Trust of Arizona (VCTA). Please include the following required documents with your new business submissions:

New Business Mandatory Forms:

- Group Master Application
- Employee Applications or census enrollment spreadsheet
- Binder check for first month's premium
 - Please make check payable to: VCTA
- Copy of the quote that was sold
- Vigilant membership agreement and annual membership fee (\$500)
 - Please make check payable to: Vigilant

Required if applicable to the group:

- Common Ownership form
- Waiver Forms
- Most recent EOB for deductible credit

Please submit all new business or renewing group paperwork in a complete packet to DiMartino Associates by the 20th of the month prior to the effective date:

General Inquires / New Business Email: VCTA@dimarinc.com or call (206) 623-2430