



## **Vigilant Construction Trust of Arizona (VCTA)**

### **Renewal Checklist**

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

#### **Renewal Mandatory Forms:**

- Completed Group Master Application
- Copy of the renewal quote that was sold

#### **Optional Forms:**

- Employee Applications or enrollment changes may be submitted directly to Vimly, the Trust TPA, at [vctaz@vimly.com](mailto:vctaz@vimly.com) (standard open enrollment privileges apply)
- If the group is making plan changes, and multiple medical plans are selected, please include an enrollment spreadsheet indicating employee medical and/or dental plan selections

**Please submit all renewal paperwork to DiMartino Associates by the 15<sup>th</sup> of the month prior to the effective date:**

**Renewal Email: [VCTArenewals@dimarinc.com](mailto:VCTArenewals@dimarinc.com) or call (800) 488-8277**