



**Vigilant Manufacturers' Trust of Arizona (VMTA)**

**Renewal Checklist**

Thank you for your partnership with Vigilant Manufacturers' Trust of Arizona (VMTA). 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 [vmtaz@vimly.com](mailto:vmtaz@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:** [VMTArenewals@dimarinc.com](mailto:VMTArenewals@dimarinc.com) or call (800) 488-8277