

The following process will be required for member organizations to obtain a quotation through the group benefit program sponsored by the Local Authority Service (LAS), a wholly subsidiary of the Association of Municipalities of Ontario (AMO).

*For all organizations – those with current group benefit programs in place and those without insurance:*

**1** Employee Data including the following will be required: (spreadsheet will be provided by Mosey & Mosey)

- Employee Gender
- Employee date of birth
- Employee date of hire
- Employee salary (if salary related benefits such as Long-Term Disability or Basic Life Insurance as a percentage of salary are required)
- Employee class (e.g. CUPE, non-union, etc.)
- Single, Family (or opt out) status for Extended Health and Dental Care benefits

*For those organizations with current group benefit programs in place:*

**2** Is your organization currently insured for group benefits? If “yes”, please provide the following:

- Copy of Schedule of Benefits contained in group insurance booklet
- Three years of rating history from current insurance carrier if available\*
- Three years of claims experience from current carrier if available\*
- \*Or Letter of authorization to obtain information from insurer
- Copy of most recent billing statement if available
- Copy of most recent renewal report if available

*For those organizations without group benefit programs in place:*

**3** If your organization is not currently insured for group benefits the following will be required:

- A list of group benefits your organization is interested in obtaining

Please note that Mosey & Mosey will work with each organization to determine the best strategy and assist in determining the most appropriate benefit package at the best possible price.

Mosey & Mosey will communicate with municipality and present Sun Life proposal. If municipality adopts the AMO/LAS sponsored program, Mosey & Mosey will work with the municipality to ensure a smooth transition.