



Sold-Case Paperwork Cutoff Dates 2018 Effective Dates/Off-Exchange

Sold-case paperwork is due on the 15th of the month prior to the effective date of coverage. If the 15th falls on a weekend or holiday, paperwork is due the next business day. Please refer to the dates listed below.

Effective Date of Coverage	Cutoff Date
January 1, 2018	December 15, 2017
February 1, 2018	January 15, 2018
March 1, 2018	February 15, 2018
April 1, 2018	March 15, 2018
May 1, 2018	April 15, 2018
June 1, 2018	May 16, 2018
July 1, 2018	June 15, 2018
August 1, 2018	July 15, 2018
September 1, 2018	August 15, 2018
October 1, 2018	September 15, 2018
November 1, 2018	October 17, 2018
December 1, 2018	November 15, 2018
Sold-Case Paperwork	
Includes: <ul style="list-style-type: none"> • Employer Application • Employee Applications or Waiver Forms • State Unemployment Taxation Assessment (SUTA) Form or acceptable substitution documents as listed on the Employer Application • First month's premium 	
Submission/Contact Information	
Via email: sales@truehealthnewmexico.com Via fax: 1-888-523-0043 Mail/Walk-in: True Health New Mexico Attn: Group Installation 2440 Louisiana Blvd. NE, Suite 601 Albuquerque, NM 87110 For status, call Sales: (505) 322-2360 Albuquerque 1-855-808-3568 outside Albuquerque (toll-free)	