

**Medicare Agent Appointment Checklist**

**To apply to become an HNE Medicare appointed agent, please complete and return the following items:**

**COMPLETED AND SIGNED:**

* HNE Agent Appointment Application
* Agent Agreement (attached)
* Current W-9 Tax Form
* AHIP/Fraud, Waste, Abuse/Compliance Certificate (must be received by 9/21)

**INCLUDE A COPY OF:**

* CT Insurance License
* CT and MA Insurance License (if applicable, i.e., for those who reside in MA)
* E&O Insurance Certificate

**Return all materials by mail, e-mail or fax to:**

***Mail:***

Health New England

Medicare Sales Manager – Sarah Fernandes

1 Monarch Place, Suite 1500

Springfield, MA 01144

***Email:*** [sfernandes@hne.com](mailto:sfernandes@hne.com)

***Fax:*** 413-233-3222