



AmeriTex Brokerage Group, LLC

Providing Insurance Solutions to Fit Your Unique Needs

Application Instructions For BlueCross BlueShield of Texas

1. Print all pages of the application including instructions.
2. Complete all questions and sections of the application.
3. Complete the fax cover letter on the next page and fax to AmeriTex Brokerage Group, LLC for review along with the completed application. If you do not have access to a fax machine, send the completed application to AmeriTex Brokerage Group, LLC along with the \$30 non-refundable application fee.

HELPFUL TIPS:

Here is a checklist of a few things that are commonly overlooked and are mandatory in processing your application.

- Indicate your requested effective date.
- Select your preferred billing method.
- Sign and date the application.

IMPORTANT:

If you have requested that your monthly premium be deducted automatically from your checking account, you must attach a voided check to the area provided and also sign and date the authorization form. Don't forget to **enclose a check for the required payment made payable to Blue Cross Blue Shield Texas** if you are not paying by credit card.

Mail completed application and check to:

AmeriTex Brokerage Group, LLC
110 Kalmia Court
Arlington, Texas 76018

AmeriTex Brokerage Group, LLC will review your application for completeness and accuracy before we submit it to BlueCross BlueShield of Texas for processing. This may reduce the approval time because they cannot process unclear or incomplete applications until the missing information has been gathered.

Please contact us if you have any questions regarding the application or the application process. You may reach us at (817) 557-3985 or e-mail us at ddaniel@ameritexbrokerage.com.



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FAX COVER LETTER

(Please ignore this form if you do not have access to a fax machine.)

**Please FAX this cover letter with the completed application to:

AmeriTex Brokerage Group, LLC

FAX# (817) 557-4570

Dear AmeriTex Brokerage Group,

Please accept my completed insurance application for submittal and contact me to confirm receipt of this application.

Name: _____

E-mail: _____

Date: _____

Time: _____

Please contact me at this phone number _____ after you have reviewed my application for completeness and accuracy.

I will contact AmeriTex Brokerage Group at (817) 557-3985 to verify receipt of my application.

**I understand that AmeriTex Brokerage Group will not review this application until the following weekday morning if I faxed this application after 5:00PM or on a weekend.

I understand that the original signed application must still be mailed to AmeriTex Brokerage Group. I will mail the original signed application to:

AmeriTex Brokerage Group, LLC

110 Kalmia Court

Arlington, Texas 76018

I will send the original application as soon as I have been contacted by AmeriTex Brokerage Group with confirmation that my application has been received by fax and reviewed for completeness.

Signature: _____

Date: _____