



SUBMITTING A PEO RFP

Where do I send my PEO RFP?

Please send PEO inquiries directly to our dedicated email:

➤ PEO@savoyassociates.com

To ensure a smooth process and avoid delays, please include the group name and proposed effective date in the email subject line along with key details of your request in the body of the email.

If requesting a PEO quote for multiple lines of coverage, please specify the applicable lines and attach the corresponding documentation.

Example Submission Format

Email Subject:

Group Name + Effective Date

Email Body:

Broker Name:

Group Name:

Proposed Effective Date:

Number of Employees:

Number of Subscribers:

Lines of Coverage:

Comments or Special Request: (Provide any relative details)

Required Documentation

Please attach the following documents, as applicable:

- Savoy RFP
- Savoy Human Resource Questionnaire
- Savoy Dependent Level Census
- SBCs for All Lines of Coverage
- Current Medical Invoice & All Lines of Coverage
- Current Medical Renewal & All Lines of Coverage
- Workers' Compensation (WC) Declaration Page
- Five Years of Currently Valued WC Loss Runs
- State Unemployment Insurance (SUI) Rate (Found on the Employer's Quarterly Tax Report, e.g., NJ927, NY45)
- TDB Invoice (Temporary Disability Benefit Insurance - NJ) or DBL Invoice (NY)