



# 2025 Small Group Account Management Paperwork Deadlines

Renewal Month	Paperwork Due Date 1st of Month	Paperwork Due Date 15th of Month	Anniversary Date Change Paperwork Due Date 1st of Month	Anniversary Date Change Paperwork Due Date 15th of Month	Off-Cycle Paperwork Due Date 1st of Month	Off-Cycle Paperwork Due Date 15th of Month
January	Dec. 2	Dec. 17	Dec. 2	Dec. 17	Nov. 4	Nov. 18
February	Jan. 2	Jan.17	Jan. 2	Jan.17	Dec. 2	Dec. 17
March	Jan. 30	Feb. 14	Jan. 30	Feb. 14	Jan. 2	Jan. 17
April	Mar. 3	Mar. 17	Mar. 3	Mar. 17	Jan. 30	Feb. 14
May	Apr. 1	Apr. 16	Apr. 1	Apr. 16	Mar. 3	Mar. 17
June	May 2	May 19	May 2	May 19	Apr. 1	Apr. 16
July	Jun. 2	Jun. 16	Jun. 2	Jun. 16	May 2	May 19
August	Jul. 2	Jul. 17	Jul. 2	Jul. 17	Jun. 2	Jun. 16
September	Aug. 4	Aug. 18	Aug. 4	Aug. 18	Jul. 2	Jul. 17
October	Sept. 2	Sept. 16	Sept. 2	Sept. 16	Aug. 4	Aug. 18
November	Oct. 2	Oct. 17	Oct. 2	Oct. 17	Sept. 2	Sept. 16
December	Nov. 3	Nov. 17	Nov. 3	Nov. 17	Oct. 2	Oct. 17

# 2025 Small Group Account Management

## Off-Cycle Plan Changes

Current Plan Effective Date	New Effective Dates											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
January	●											
February		●										
March			●									
April				●								
May					●							
June						●						
July							●					
August								●				
September									●			
October										●		
November											●	
December												●

● Plan Change Allowed

● No Plan Change Allowed

● Anniversary Date



A Benefit Plan Selection (BPS) form is required for **off-cycle** plan changes. We must receive the BPS **60-days** before the requested effective date. If you have questions about deadlines, please email the Small Group Account Management team (ILSGAM) at [ILSGAM@bcbsil.com](mailto:ILSGAM@bcbsil.com) or call us at **855-649-9653**.

**Composite-rated groups can't make off-cycle plan changes.** Instead, they have the option to request an **Anniversary Date (AD)** change. This will change their rates, plans, and renewal date. If a group requests an AD change, quoted composite rates are not final until we have processed their paperwork. This doesn't apply to groups that change to composite rates at the time of their renewal, or to groups that are only adding a dental plan off-cycle.



**Questions? Reach us at 855-649-9653 or [ILSGAM@bcbsil.com](mailto:ILSGAM@bcbsil.com)**

All dates are subject to change. Please review *News from the Blues for Producers<sup>SM</sup>* and renewal information for revisions. Use Off-Cycle Plan Change Chart to determine effective date eligibility.