

Small Group Enrollment Checklist (1-50)

All forms listed below should be completed in their entirety and signed by the decision maker at the group, unless noted otherwise.

1. ____ New Business Group Information Form
2. ____ Tax Returns and Business Documentation-For Groups with 2 or more employees a copy of the most recent quarterly NYS45 with notations indicating eligible employees (those working a minimum of 20 hours per week) and ineligible employees (part-time employees working fewer than 20 hours per week, seasonal employees, terminated employees and other persons not eligible for health insurance).
 - If the Employer rules require a minimum of more than 20 hours per week in order to be eligible for coverage (e.g., 30 hours), then the notations should be based on the employer's eligibility rule.
 - For new businesses that have not filed their first NYS45-ATT, a payroll register or copies of the W-4 may be substituted.
 - If a 2+ business has been in operation less than one year, a copy of the business certificate, DBA certificate, partnership certificate, certificate of incorporation, certificate of authority, receipt of federal tax ID number, or other similar tax documentation verifying the business is authentic.
3. ____ For partners or business owners not listed on the NYS45, the Employer must provide the following forms of documentation:
 - Single Owner: a copy of the most recent Schedule C, or Schedule F
 - Partnership: a copy of the most recent 1065 with 1065 K-1 forms for all partners
 - Corporation: a copy of the most recent 1120, or 1120S with 1120S K-1 forms for all owners
 - Charitable organizations: IRS form 990 is required, unless exempt from filing tax returns from the IRS, a copy of the exemption is then required
4. ____ For persons in business alone (sole proprietors with no employees).
 - If the business has been in operation for more than one year, it must provide a copy of one of the following tax forms: Schedule C, Schedule F.
 - If the business has been in operation Less than one year, it must provide a business certificate, a DBA certificate, OR similar tax documentation that the business is authentic and in operation.
5. ____ Attestation Form for any newly hired employees, owners, partners or retirees *not* listed on the NYS45-ATT and all sole proprietors.
6. ____ Subscriber Application Form- Must be completed and signed by the subscriber. Group number and Employer name and signature must be filled out.
7. ____ Handicapped Dependent Form (when applicable)
8. ____ Medicare eligible/over 65 forms (when applicable).
9. ____ For new groups, a voided business check from Member Firm
10. ____ Signed Rate Sheet (all pages to be returned)
11. ____ Eligibility Policy Form