



## Preliminary Enrollment Questionnaire

1. Effective Date of Coverage\_\_\_\_\_
2. Agent Name\_\_\_\_\_
3. Company Name:\_\_\_\_\_
- DBA:\_\_\_\_\_
4. Employer Street Address:\_\_\_\_\_
- City:\_\_\_\_\_ County:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_
- Mailing Address (if different):\_\_\_\_\_
- City:\_\_\_\_\_ County:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_
5. Phone Number:\_\_\_\_\_
6. Fax Number:\_\_\_\_\_
7. Contact Person:\_\_\_\_\_ Title:\_\_\_\_\_
8. Email Address:\_\_\_\_\_
9. Owner(s) Name(s):\_\_\_\_\_
10. Name of authorized signer for group:\_\_\_\_\_
11. Email address of authorized signer:\_\_\_\_\_
12. Nature of Business:\_\_\_\_\_
13. Type of Ownership/Filing Status:
  - ☐ Proprietorship
  - ☐ Partnership
  - ☐ C-Corp.
  - ☐ S-Corp.
  - ☐ Government
  - ☐ Other\_\_\_\_\_
14. Federal Tax Id:\_\_\_\_\_
15. How long has the company been in business? \_\_\_\_\_
16. Employer Contribution towards EE Premium:\_\_\_\_\_ %
17. Payment method:              Check              Autopay\*
  - \*If electing autopay please provide the following:              Account Type: Checking              Savings
  - Bank Name\_\_\_\_\_              Does the account have an ACH filter?
  - Routing Number\_\_\_\_\_              No      Yes      If yes, please instruct your bank
  - Account Number\_\_\_\_\_              to add the following company ID: 363086057R
18. Waiting Period for employees hired after plan install:  
(The effective date will be on the first billing cycle following the date the employee satisfied their waiting period)
  - ☐ 0 days
  - ☐ 30 days
  - ☐ 60 days
  - ☐ 90 days\* (coverage will begin on the 91<sup>st</sup> day of eligibility)

19. Are you waiving the waiting period for all eligible employees for the group's initial enrollment date?

(Groups with 25 or more enrolling employees cannot elect yes for this option)

- ☐ Yes
- ☐ No

20. Will this new group plan replace other group medical coverage?

- ☐ Yes
- ☐ No

If yes, is your current plan Fully Insured or Self-Funded?

- ☐ Fully Insured
- ☐ Self-Funded

Name of carrier \_\_\_\_\_

Effective Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Group Policy Number: \_\_\_\_\_

21. Will you be offering another group medical plan in addition to this group plan?

- ☐ Yes
- ☐ No

22. Do you want your medical plan deductible to reset on January 1<sup>st</sup> or when your plan renews?

- ☐ January 1<sup>st</sup> (deductible usage will be credited from former group plan if applicable)
- ☐ Plan renewal date (the month the plan started)

23. Did you employ 20 or more full-time equivalent employees for at least 50% of the previous calendar year?

- ☐ Yes
- ☐ No

24. COBRA Enrollment:

a) Do you want to offer COBRA if your future group size does not require this?

- ☐ Yes
- ☐ No

b) Please indicate your medical Cobra Administrator:

- ☐ National General (free)
- ☐ Other: \_\_\_\_\_

25. Total number of employees Including owners, partners, etc.) working in your business \_\_\_\_\_

- a) How many are Full-time employees? \_\_\_\_\_
- b) How many are Part-time employees? \_\_\_\_\_

26. Are any former employees on or eligible to elect continuation (Cobra)?

- ☐ Yes (Names: \_\_\_\_\_)
- ☐ No

27. Are any employees currently absent due to illness of injury? Family Medical Leave or receiving disability benefits?

- ☐ Yes (Names: \_\_\_\_\_)
- ☐ No

28. How many hours must an employee work per week between 20-40 to be considered eligible for coverage on this insurance plan? \_\_\_\_\_

29. Do you currently or in the next 12 months want to allow 1099 paid employees to be eligible for the benefit coverage?

- ☐ Yes
- ☐ No

30. Do you currently have a Cafeteria Section 125 POP plan in place?

- ☐ Yes
- ☐ No

## Affiliated Companies and Multiple Locations

31. Does your business have more than 1 physical location?

- ☐ Yes
- ☐ No

32. Does your company have other business organizations under common ownership or more than one Federal Tax ID Number?

- ☐ Yes
- ☐ No

If "Yes" to either question 31 or 32 please complete the following (including main location)

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Tax ID: \_\_\_\_\_

FT Employees \_\_\_\_\_ PT Employees \_\_\_\_\_

**For additional locations continue on next page**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
FT Employees \_\_\_\_\_ PT Employees \_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
FT Employees \_\_\_\_\_ PT Employees \_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
FT Employees \_\_\_\_\_ PT Employees \_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
FT Employees \_\_\_\_\_ PT Employees \_\_\_\_\_

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Tax ID: \_\_\_\_\_  
FT Employees \_\_\_\_\_ PT Employees \_\_\_\_\_