

New group submission checklist

1. Every new group is required to submit the following:

- ▶ **First Payment** Completed Small Group Initial Payment Form or a business check in the amount of the first month's premium. (If group is paying by check, include a copy with the submission).
- ▶ **Master Group Application** (either paper, Blue Shield MGA spreadsheet when used in conjunction with the Employee Enrollment spreadsheet, or online portal).*
- ▶ **Applications** from all enrolling employees and dependents (either paper, Blue Shield Employee Enrollment spreadsheet, or online portal).*
- ▶ **Refusal of Coverage forms** (for all eligible employees and any eligible dependents who refuse or waive coverage at the time of open enrollment – either paper, Blue Shield Employee Enrollment spreadsheet, or online portal).*

2. New groups with 1 or 2 eligible employees or less than 3 full-time and full-time equivalent employees or more than 95 full-time and full-time equivalent employees are required to submit the following additional documentation to verify eligibility.

▶ **Most recently filed DE9C Quarterly State Tax Withholding Statement.**[‡]

- ▶ **Payroll register** for employees hired after the DE9C filing or if any employees are out of state. If a new hire has not been working long enough to be on payroll, please submit a W-4.

If the owner is eligible and is not on the DE9C, please provide a completed and signed Small Group Owner Eligibility Form.

- ▶ **Legal documents (see UW Guidelines)** – are required to verify group and owner eligibility and are listed in the Underwriting Guidelines by legal entity type.

Blue Shield reserves the right to require this documentation for new groups with 3 or more eligible or 3 or more full-time and full-time equivalent employees. Please be advised that this is just a guideline and that other documentation may be required. See underwriting guidelines for requirements for affiliated and subsidiary companies, start-ups, spin-offs, employers with union and nonunion employees, and groups terminating a leasing arrangement with a PEO.

* Employer/broker retains these forms when applying through the online portal or using the MGA and/or Employee Enrollment spreadsheet.

† The Small Group Initial Payment form does not need to be uploaded in the Employer Enrollment tool, however, when submitting cases in ShieldLink please include the completed and signed Small Group Initial Payment form with the new group submission.

‡ Groups in business and employing at least one eligible common-law employee for longer than 6 weeks but not long enough to file their first DE9C must submit their payroll register covering the preceding 6 weeks.