

California Small Business 1–50 Broker Checklist

Requirements for submissions

At UnitedHealthcare, we are committed to offering you great service throughout the case submission process. To help us efficiently process your 1-50 new business groups, we have created this checklist for your convenience. Please use this checklist as a guide when submitting new business.

Thank you for choosing UnitedHealthcare.

1. Please include the following documents:

- Small Business Employer Application
- Product and Benefit Selection Form
- All proof of business documents**
- Most recent DE 9/DE 9C
- Tax documents
- Payroll
- PRIME Enrollment Spreadsheet
 - Please note:** Employer must retain signed copies of Employee Applications on file.
- Or
- Employee Applications/Waiver Forms in DE 9/DE 9C or payroll order
 - Please note:**
 - When you submit the UnitedHealthcare enrollment, put in DE 9/DE 9C order with HMO subscribers grouped together, and Select/Select Plus, HRA and HSA subscribers grouped together
 - List owners first if not listed on DE 9/DE 9C
 - COBRA and new hires go to the back, if not listed on the DE 9/DE 9C
 - Handwrite new hires on the last page of the DE 9/DE 9C. Include the following information: Date of hire, social security number, complete first and last name.
- United eServices® quote
- Binder check or Direct Debit Form

2. Confirm the following items with your client and submit answers with the case:

- Paper billing **-or-**
- Electronic billing
- Would your HSA group like to utilize Optum BankSM services for their HSA banking needs?
- Ensure that ERISA is always marked “Yes”. Only churches and specialized non-profits can be marked “No”.
- Cal-COBRA marked, if under 20
- COBRA marked, if over 20
- Confirm group email address is the administrative email address, not executive email address
- Helpful reminders:**
- Please submit single-sided copies of the application, not double-sided
- Please list total member count including dependents on the case submission cover sheet
- Confirm COBRA participants are listed on the Small Business Employer Application