

## Small Business Group submission checklist

To ensure prompt processing, please make sure to include the following documents.

Groups applying for a 1st-of-the-month effective date must be submitted to Health Net by the 5th of the month. Paperwork must be completed by the 20th of the month; otherwise, the group will be rolled to the following month.

- A signed original application for Group Service Agreement (GSA)/Group Policy
  - A complete employee application for each eligible employee enrolling/waiving coverage
  - A check or an Electronic Check form for the first month's premium drawn from the group account
  - The latest quarter DE-9C, reconciled:
    - If the group has not been in business long enough to have a DE-9C, six weeks of payroll, including withholdings, may be submitted.
    - 2-week payroll is required for all employees that don't appear on the current DE-9C.
    - For wages exceeding part-time and wages below full-time status, payroll will be required.
    - To reconcile the DE-9C, please indicate next to each employee's name one of the following:
      - T** – Terminated (including termination date)
      - E** – Eligible and enrolling
      - W** – Eligible and waiving coverage
      - S** – Seasonal
      - WP** – Waiting period (include date of hire for those in waiting period)
      - TEMP** – Temporary employees
      - PT** – Part-time
- Covered by another carrier – add carrier name.

- Ownership paperwork (required if owner/partners' names do not appear on the DE-9C or payroll records). Must list each person's first and last name. Paperwork must be filed with the state or county. Documentation may include:
  - For sole proprietor:
    - California Business License
    - Fictitious Business Name Statement
    - Schedule C Tax Form
  - For partnership:
    - California Business License (showing both names)
    - Fictitious Business Name Statement (showing both names)
    - Schedule K Tax Form (for all eligible owners)
    - Tax certificate (showing both names)
  - For corporation:
    - Articles of Incorporation
    - Statement of Information
    - Tax Form 1120

**Note:** Please consult your sales representative for acceptable ownership documentation for other business structures.

### FOR PPO AND ENHANCEDCARE PPO PLANS:

- Copies of EOBs for employees requesting Deductible Credit from prior carrier

**SEND ALL COMPLETED PAPERWORK TO YOUR DESIGNATED ACCOUNT EXECUTIVE OR BROKER.**