

Small Group Submission Checklist

- Carrier Contract/Application (signed & dated within 60 days by client & broker)**
Name must match legal/tax documents **exactly** or documentation needs to be provided i.e name change
Name on CF Contract must match name on signed HC quote and CareFirst quote **exactly**
- Signed rates (Signature must be same as on Employer app, no initialing)**
- FTE calculator form - completed & signed** ____ **MSP calculation (CF) Required**
- NA Late Submission Letter- HSA Late Letter** (CF submitted to GBS after 10th)
- Employee Election forms (signed & dated within 60 day)**
MD - GBS EE Election Form - new form **with tobacco question - must be marked yes or no**
VA - Carrier EE Enrollment Form (CF If Dental/Vision need a separate D/V EE form for each enrollee)
- Employee Waivers - (signed, dated, and with reason for waiving coverage - i.e spousal, parental etc)**
MD - GBS EE Election Form
VA - Carrier EE Enrollment Form
- Employer Acknowledgement (Aetna) - 90 Day Waiting Period** (Not needed in VA) (if not on group app)
- Most Recent State Quarterly Unemployment Report**
*** MUST have employee listing page with salary info AND first page with summary totals. Payroll will not be accepted in lieu of wage and tax, except in the case of new groups or for groups that do not file (i.e. 501C3).**
* Mark each employee status (FT, PT, n/e in WP, T = *termed*, S = *seasonal*, Temp) and enroll or waive
* All new EEs not on W&T should be written on with FT/PT eligibility status and enroll/waive status and a W4 provided. * All EEs not on W&T will require payroll report.
* Owners not on W&T should be written on with FT/PT eligibility status and enroll/waive status (CF). Owners not on wage and tax must complete Proof of Eligibility Form (**AETNA**)

* If a W&T report is not yet available must provide minimum two weeks payroll from a payroll company (marked up in same manner) and will need company formation documents. At the discretion of the underwriter, tax documents may be requested. Manager approval needed.

* Newly formed companies need to provide a notarized letter on company letterhead listing all employees, their hrs worked per week and eligibility status (CF). They will also need W4s and a copy of the Articles of Incorporation or other formation documents.
* Churches and non profits should follow the newly formed company guideline (CF) and provide a copy of their non profit 501C3 determination status doc.
- Proof of Ownership**
C Corp - Form 1120 S Corp - K1/Schedule 1120S
Partnership - Partnership agreement or K1 (schedule 1065)
LLC - signed LLC Agreement
Churches / Non Profits Form 941
- Participation Certification Form - Groups 10+ enrolling (UHC)**
Groups of 10+ may submit this attestation in lieu of the Quarterly Wage and Tax Report. UHC may still require documentation at their discretion.
- Proof of prior dental** - require for Voluntary Dental (CF- to waive the 12 month waiting period) Summary of Benefits (required by Aetna)
- Common Ownership Form if applicable**
- 1st month Premium Check (payable to GBS for administered groups, Carrier if wholesale/direct)**
- GBS COBRA/State Continuation Application if applicable**
- GBS Group Application - Signed by client & broker**