



Small Group Sold Group Checklist

The “Sold Group Checklist” is a summary of required documents as noted in the [Regional Small Group New Business Submission Guide](#) and also the [Underwriting Guidelines](#). Please direct questions regarding this document to your Highmark Sales Representative.

SUBMISSION PAPERWORK - Please reference the Regional Small Group New Business Submission Guide for specific or additional information.

- ☐ **Small Group Business Application**
 - Pages 1, 2, and page 3 must be fully completed, signed and dated by an authorized group representative.
 - If applicable, [Certification of Eligibility to Combine and Employer Group Size](#)
 - Use if enrolling related entities subject to IRC 414 code
- ☐ **Electronic Enrollment/Waiver Spreadsheet -OR- Enrollment/Waiver Form**
 - Enrollment/Waiver spreadsheet - In lieu of submitting paper enrollment/waiver forms this spreadsheet can be completed and submitted.
 - Please refer to the Small Group Business Application section IX- Enrollment Applications and Waiver Forms
 - OR-**
 - Include forms for ALL eligible employees that are signed and dated
 - If enrolling, please complete section 1 & 5, and if applicable sections 2, 3 and 4
 - If waiving, please complete section 1 & 3
 - COBRA election notices are required for all COBRA beneficiaries
- ☐ **Unemployment Compensation (UC) Tax Report (1st and 2nd pages) -OR- Year to Date Payroll (if UC exempt or New Start Up Business)**
 - Group Administrator must use the annotations found in the Regional New Business Submission Guide to note each person’s employment status and sign/date the document.
 - New Employees that do not appear on the UC report
 - Submit most recent paystub –or- payroll report
 - [New Employee Affidavit](#) – Should be completed for any new employee(s) that do not yet appear on the payroll report
- ☐ **Ownership Documentation**
 - Schedule C (Form 1040 for Profit or Loss from Business), Schedule E (Form 1040 for Supplemental Income and Loss), Schedule F (Form 1040 Profit or Loss from Farming), or Schedule H (Form 1040 for Household Employment Taxes)
 - Form 1065 and Schedule K-1s
 - Form 1120S (S Corporation) and Schedule K-1s
 - Form 1120 (C Corporation) (Officers must appear on UC/Payroll as FT employees)
 - Form 1125-E – Can show compensation paid to officers
 - Form 990 (Religious/Non-Profit Organizations)
- ☐ **New “Start-up” Businesses** – Must provide ALL of the following documents:
 - [Start Up Business Affidavit](#) – Should be completed if the UC report or payroll is not yet available
 - SS-4 letter received from the IRS showing the EIN assignment
 - If UC report has not yet been filed, then the payroll listing for ALL employees annotated by employer

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Additional Forms:

- ☐ [Act 4 of 2009 Form](#)
- ☐ [Affidavit of Common Law Marriage](#)
- ☐ [Disabled Dependent Application](#)
- ☐ [Disability Verification Form](#)
- ☐ [Domestic Partner Affidavit](#)
- ☐ **Spending Account Forms**
 - [HSA Application](#)
 - [HSA Authorization](#)

Note: Information on required tax documents **should NOT be omitted or altered in any way** as it affords Underwriting the ability to determine whether a group is a viable full-time business and how many owners/employees are eligible for group coverage. Wage/income information is only used to validate owner/employee eligibility based on weekly hour/probationary requirements and will be kept strictly confidential as noted in the terms below. Underwriting reserves the right to request additional information not listed above when deemed necessary.

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