

UNITEDHEALTHCARE
SMALL BUSINESS

NEW GROUP APPLICATION CHECKLIST

- ✓ Minimum 75% participation of the total eligible employees, excluding those covered by their spouse's employer group plan, with a bottom line of 50% participation of the total eligible group (COBRA employees do not count in the total eligible employees)
***Eligible Employees -includes employees waiving coverage or employees in the waiting period up to 90 days**
- ✓ Minimum employer contribution of 50% toward single premium
- ✓ Minimum enrollment of two (2) full-time employees for group coverage

GROUP APPLICATION – completed by employer

DEPOSIT CHECK (Must have at least a copy to go to underwriting)
(for estimated first month's premium) make check payable to United Healthcare of Arizona

***** UNEMPLOYMENT TAX AND WAGE REPORT (Must be the most recent quarter!)**
PLEASE RECONCILE

P/T = **part-time**

T = **terminations (need term dates) (if group is 20+ employees, indicate if taking COBRA**

W = **waivers (Need reason) if other is checked they need to explain.**

APP = **Application included**

C = **Cobra**

**** MOST RECENT PAYROLL**

PRIOR INSURANCE CARRIER BILL

indicate if any employees on the bill are COBRA or if terminated employees have been offered COBRA

EMPLOYEE ENROLLMENT FORMS

Employees applying for benefits

Employees waiving coverage – need applications but do not complete medical questions

Employees within a 90 day waiting period

COBRA applications require start and stop dates.

**** Include all hire dates and number of hours worked ****

Enrollment Forms to use:

2-14 employees use 2-14 (15 medical questions)

15–25 employees use 12–25 (5 medical questions)

26+ eligible employees use 26 + (no medical questions)

UHC PROPOSAL

(noting correct effective date of coverage)

DENTAL

Note if the group had prior dental coverage

If employer is paying 100% of employee cost, ALL employees must take life

LIFE

If employer is paying 100% of employee cost, ALL employees must take life

Beneficiaries must be included on employee application