

CHEAT SHEET FOR TAX DOCUMENTS

The following is a list of available tax documents filed for various organizational types:

“C” Corporation (if less than 6 eligible or no current coverage)

In business for less than 3 months:

Articles of Incorporation
Payroll

In business for more than 3 months: one of the following and a Payroll.

Form 1120	Line 13 = wages (Corporation Income Tax Return)
Form 941	Line 2 = wages (Quarterly Federal Tax Return)

“S” Corporation (if less than 6 eligible or no current coverage)

In business for less than 3 months:

Articles of Incorporation
Payroll

In business for more than 3 months: one of the following and a Payroll.

Form 1120S	(Tax Return for an S Corporation)
Schedule K1	(Shareholders Share of Income-K1 for each)
Form 941	(If employees besides the shareholders)

Partnership (if less than 6 eligible or no current coverage)

In business for less than 3 months:

Partnership Agreement
Payroll

In business for more than 3 months: one of the following and a Payroll.

Form 1065	(Partnership Return of Income)
Schedule K1	(Partner’s Share of Income-K1 for each)
Schedule SE	(Self Employment Tax)

Note: General Partners will not have Form 941. Income information will be founded on Schedule K1- Line 15A.

Limited Liability Company (LLC) (if less than 6 eligible or no current coverage)

Depending on individual state laws, they may file as a C Corporation or a Partnership. See above for appropriate documentation.

Sole Proprietorship (if less than 6 eligible or no current coverage)

In business for less than 3 months: Business License and Payroll

In business for more than 3 months: one of the following and a Payroll.

Form 1040	(Individual Income Tax Return)
Schedule E	(Self Employment)
Schedule C	(Profit or Loss from Business)

Note: Sole Proprietor will not appear on Form 941, however, all employees will.

Churches (if less than 6 eligible or no current coverage)

Form 941
Payroll

Farms (if less than 6 eligible or no current coverage)

Schedule F
Payroll

Groups who want to cover Individual Contractors must provide 1099 letter. (See below)

1099 Guidelines

A person who is paid by 1099 can be considered eligible for the group's plan providing:

1. The 1099 employee works full time, year round for the employer.
2. The employer agrees to contribute the same amount of money towards the premium as he/she is for the taxed employees.
3. The employer agrees to require the same waiting period for 1099 employees as taxed employees.
4. The employer agrees to extend the coverage offering to all 1099 employees in the same employment situation, including future 1099 employees.

Documentation we require for our file: a letter from the employer on company letterhead, listing all 1099 employees and stating the employer agrees to comply with the four conditions listed above. In the event there are 1099 employees who do not fit into the new definition of eligible, they should also be listed with the reason for their ineligibility.

Common Ownership

See Common Ownership Form

Payroll Guidelines (A payroll is the only requirement for groups of 6 or more eligible with current group health coverage.)

Payrolls submitted must include the following items to be acceptable.

1. Name of company.
2. Total # of hours worked by each employee.
3. Total # of employees.
4. Total taxes withheld, itemized.