

New group checklist – Small groups (1-50)

Name of group: _____

Requested effective date: _____

The following documents are required to ensure your group is processed appropriately.

Note: Required documents need to be submitted by the **10th of the month prior to the effective date** in order to receive ID cards in a timely manner.

- Employer group application:** Please complete all sections for processing.
- Small Employer Insurer Renewability and Rating Notice:** Please obtain the notice. Agent and the group must sign.
- Applications & waivers:** Must be completed by every eligible full-time employee listed on the Quarterly Wage and Tax Form (UC-101). If an employee is married and only taking coverage for themselves, they must complete a waiver for their spouse. Please verify we have all sections completed, including signatures, to ensure underwriting can process.
- Wage and Tax Form (UC-101):** Include a copy of the group's most recent report, itemizing all employees (full-time, part-time, seasonal, termed, etc.). For terminated employees, please provide the term date and COBRA election. Add new employees and indicate the date of hire. For any other employees (i.e., owners), explain why they are not on the report. A cover page is also needed.

Notes:
