

REGENCE BLUESHIELD OF WASHINGTON

NEW SMALL GROUP (1-50) CHECKLIST

Required for sold quotes

Please complete forms using **black** ink or type.

- Completed Group Master Application (GMA) for groups 1-50*
- Applications for each enrolling employee (must include the employee's physical address including ZIP)*
 - Application for Enrollment/Change form or
 - Spreadsheet enrollment**
- Waivers or waiver section of spreadsheet enrollment** for each eligible employee who is not enrolling
- Signed Employee Choice Rate Sheet (required)
- Additional documentation as outlined in the Washington Small Group Verification section below (Groups of 1-4 active enrolling employees only)
- Commonly controlled groups wishing to combine as one group must submit a Regence Ownership Verification Form
- Domestic Partner or Incapacitated Dependent affidavits (if applicable)*
- Surepay authorization and voided check (if applicable)*

*Submit the current Regence BlueShield of Washington form based on the requested effective date.

**For spreadsheet enrollment, applications and waivers are not required to be sent to Regence if member information is completed in the spreadsheet. All applicable supporting documentation must be obtained and kept by the group.

In order to secure an effective date, all completed forms must be submitted to Regence **by the 15th of the month prior** to the requested effective date. If you would prefer to submit paperwork in person, please note that you will need to submit paperwork on the business day prior to the 15th of the month. If it becomes necessary to obtain additional information, the requested effective date may be deferred.

Do not cancel any existing policies until you receive confirmation of final rates and/or acceptance of the group by Regence BlueShield of Washington.

Send required information to the attention of the Small Business Unit or your Business Development Executive at:

Email: FAXSBUNewSales@regence.com

Fax: 1 (855) 232-0092



Regence BlueShield serves select counties in the state of Washington and is an Independent Licensee of the Blue Cross and Blue Shield Association.

Rev 4/10/2017

Washington Small Group Verification

We require certain employment and tax documentation for groups with 1-4 active enrolling employees.

Below you'll find instructions and a table of documents required to be submitted with your application.

- 1) Identify your IRS filing status from one of the five different business entity types in the table below.
 - a. If you do not see your business entity type below, submit the standard IRS forms you provide for your tax return.
 - b. If your business is structured as a Limited Liability Company (LLC), see footnote 1.
- 2) Based on your type of business entity, submit the most recently filed documentation marked with an 'X'.
- 3) Newly formed businesses that have not yet filed the tax documentation below must submit the multipage Business License Application filed with the Washington State Department of Licensing (if not available, submit Articles of Incorporation or equivalent), and all available payroll reflecting hours worked and/or draw checks for all employees and owners (whether enrolling or not). Draw checks must be accompanied by a completed Regence Verification of Employment (VOE) form. If the group does not have payroll or draw checks yet, we will accept IRS W-4s with a completed VOE.

Contact your Business Development Executive if you are unable to provide any requested documentation.

¹ An LLC may file as a sole proprietor, partnership, or corporation. Provide the documentation your business files in accordance with the 'Type of Business Entity' column in the table below.

Documentation Name	Requirements	Type of Business Entity				
		Sole Proprietorship	Partnership	Corporation	Subchapter S Corporation	Nonprofit
WA Quarterly Tax Report & Wage Detail Report Form 5208A & B or most recent 3 months of payroll records reflecting hours worked	Provide for all owners and employees whether enrolling or not. Indicate any employees who are ineligible and provide the reason. (If hours are reported at zero (0) on the Form 5208 also provide a Regence VOE form). Provide equivalent forms for out of state employees. If an owner or new employee is not enrolling and is not on the Form 5208, a VOE may be submitted in lieu of payroll.	X	X	X	X	X
If you cannot provide the above documentation for all owners and employees you must provide the following additional documentation. Records are required for all owners and employees whether enrolling or not.						
Regence Verification of Employment (VOE)	Provide Regence Verification of Employment Form	X	X	X	X	X
IRS W-2	Provide W-2 forms for each owner and employee, if available.	X	X	X	X	X
In addition to the above, all businesses (except nonprofits) are required to submit the following IRS forms based on the Type of Business Entity if an owner is enrolling.						
IRS Form 1040	Provide first 2 pages, one for each owner or partner. Include Schedule C, E, or F as applicable.	X				
IRS Form 1065	Provide first 4 pages. Include Schedule K-1 for each owner.		X			
IRS Form 1120	Provide first 4 pages.			X		
IRS Form 1120S	Provide first 4 pages. Provide 1120S K-1 for each owner as applicable.				X	

