

A BETTER WAY to take care of business



Group Submission Check-list

The following items are **REQUIRED** on **ALL** new small business enrollments:

- **Small Business Group Application:**
 - ✓ Completed and signed by company representative
- **Kaiser Permanente Employee Census:**
 - ✓ List each employee in the company and indicate which of the employees listed are actually eligible for Kaiser Permanente at this time. ALL employees listed must be accounted for on the Unemployment Insurance Tax Report (UITR), payroll records, or by submitting a recent W-4 form
- **Uniform Employee Application:**
 - ✓ This form must be completed and signed by each employee who is enrolling with Kaiser Permanente at this time.
Note: Kaiser Permanente will mail to a P.O. Box address; however, a physical address also needs to be listed on the Uniform Employee Application
- **Enrollment Waiver:**
 - ✓ Waiver form can be located on page 2 of the Universal Application. Completed and signed waivers are required for all employees and dependents of employees not accepting Kaiser Permanente coverage at this time
- **Proof of business:**
 - ✓ **Provide the most recent copy of *one* of the following:**
 - Unemployment Insurance Tax Report (UITR)
 - 1065 – Annual Income Tax Return
 - 1120 or 1120S – Annual Income Tax Return
 - 990 or 990EZ – Annual Income Tax Return
 - 941 – Quarterly Wage and Tax
 - 940 – Annual Wage and Tax
 - Tax Exempt Form
 - 1040 – Individual Income Tax Return with Schedule C and SE
- **Proof of Earnings:**
 - ✓ **Provide the most recent copy of *one* of the following:**
 - Unemployment Insurance Tax Report (UITR)
 - Quarterly payroll records
 - Schedule K-1 (for each shareholder)
 - Schedule C and 1040
- **First month's premium:**
 - ✓ Pre-printed business check, money order, or cashier's check made payable to Kaiser Permanente for the calculated total first months premium amount