

Help avoid processing delays by fully completing and submitting the most current forms.

Our forms are updated periodically to comply with the most recent legal and regulatory requirements. This matrix is segmented into sections; New Business, Existing Groups and Recertification, so you can easily reference what you need.

To ensure you're using a valid form, please reference the 9-digit project tracking number located on the lower left-hand corner of the last page of each form and reference against the project tracking numbers below and the expiration date.

Forms not listed on this matrix are outdated and won't be accepted for processing. Remember, you can always find the current forms at kp.org/smallbusinessbrokerforms/ca.*

* Forms followed by this † indicator aren't accessible on account.kp.org. For forms that aren't available online, please contact our Small Business Account Management Support Team at **800-790-4661, option 3** for consultation.

NEW BUSINESS

Form name	Version	Project tracking #	Expiration date
Census, Broker	July 2020	474896215	
Census, Employer† (Direct)	January 2017	60515208	
Declination of Coverage, English (fka Employer Attestation Declination of Coverage)	July 2021	616048582	
Declination of Coverage, Chinese	July 2021		
Declination of Coverage, Spanish	July 2021		
Declination of Coverage, English	July 2020	474902074	12.31.21
Declination of Coverage, Chinese	July 2020	495301788	12.31.21
Declination of Coverage, Spanish	July 2020	495398400	12.31.21
Electronic Transfer for Payment	July 2021	616049543	
Electronic Transfer for Payment	July 2020	474903809	12.31.21

NEW BUSINESS cont.

Form name	Version	Project tracking #	Expiration date
Employee Enrollment, English	July 2020	488010504	
Employee Enrollment, Chinese	July 2020	495401085	
Employee Enrollment, Spanish	July 2020	495403029	
Employer Application	January 2021	523710481	4.30.21
Employer Application	March 2021	584991524	4.30.21
Employer Application	May 2021	621521387	12.31.21
Employer Application	August 2021	633439848	12.31.21
Employer Attestation Declination of Coverage	July 2020	474906513	12.31.21
New Employee Eligibility	July 2020	488012023	
Owner/Officer Eligibility Statement	January 2020	365803302	
Payroll Attestation	January 2020	373272042	
Waiver of Coverage (fka Declination of Coverage)	July 2021	618956142	

EXISTING GROUP

Form name	Version	Project tracking #	Expiration date
Change of Ownership [†]	January 2020	373257811	
Change of Ownership Subscriber Transfer [†]	January 2020	373257811	
Change of Ownership / Change of Ownership Subscriber Transfer Combination [†]	January 2020	373257811	
Contact Change Request	July 2021	615929330	
Contact Change Request	July 2020	474897971	12.31.21
Customer Address or Name Change Request	July 2021	615931290	
Customer Address or Name Change Request	July 2020	474899919	12.31.21
Electronic Transfer for Payment	July 2021	616049543	
Electronic Transfer for Payment	July 2020	474903809	12.31.21
Employee Dependent Change, English	January 2020	368443377	
Employee Dependent Change, Chinese	January 2020	396349415	
Employee Dependent Change, Spanish	January 2020	396347793	
Employee Enrollment, English	July 2020	488010504	
Employee Enrollment, Chinese	July 2020	495401085	
Employee Enrollment, Spanish	July 2020	495403029	
Employer Application	January 2021	523710481	4.30.21
Employer Application	March 2021	584991524	4.30.21
Employer Application	May 2021	621521387	12.31.21
Employer Application	August 2021	633439848	12.31.21
Grandfathered (Nonmetal) Health Plan(s) Status [†]	January 2020	380765396	
Group Termination Request [†]	July 2021	618204752	
Primary Administrator Online Access	January 2020	422507680	
Plan Add/Change Request	January 2020	380711134	
Renewal Date Change Request [†]	July 2021	616050374	
Special Open Enrollment Request [†]	July 2021	616051370	
Subscriber Termination, Transfer, and Reinstatement	July 2021	617907004	

RECERTIFICATION

Form name	Version	Project tracking #	Expiration date
Contact Change Request	July 2021	615929330	
Customer Address or Name Change Request	July 2021	615931290	
Customer Address or Name Change Request	July 2020	474899919	12.31.21
Declination of Coverage, English (fka Employer Attestation Declination of Coverage)	July 2021	616048582	
Declination of Coverage, Chinese	July 2021		
Declination of Coverage, Spanish	July 2021		
Declination of Coverage, English	July 2020	474902074	12.31.21
Declination of Coverage, Chinese	July 2020	495301788	12.31.21
Declination of Coverage, Spanish	July 2020	495398400	12.31.21
Employee/Dependent Change, English	January 2020	368443377	
Employee/Dependent Change, Chinese	January 2020	396349415	
Employee/Dependent Change, Spanish	January 2020	396347793	
Employee Enrollment, English	July 2020	488010504	
Employee Enrollment, Chinese	July 2020	495401085	
Employee Enrollment, Spanish	July 2020	495403029	
Employer Application	January 2021	523710481	4.30.21
Employer Application	March 2021	584991524	4.30.21
Employer Application	May 2021	621521387	12.31.21
Employer Application	August 2021	633439848	12.31.21
Employer Attestation Declination of Coverage	July 2020	474906513	12.31.21
Employer's Confirmation of Workers' Compensation	January 2020	380767749	
New Employee Eligibility	July 2020	488012023	
Owner/Officer Eligibility Statement	January 2020	365803302	
Participation and Contribution Attestation	January 2020	380762202	
Payroll Attestation	January 2020	373272042	
Plan Add/Change Request	January 2020	380711134	
Waiver of Coverage (fka Declination of Coverage)	July 2021	618956142	