

Small Business Checklist

Group name

Producer name

Group number _____

Requested effective date of coverage

New group enrollment checklist

- Census form** completed and signed.
- Check for first month's premium** made out to KFHPNW. No postdated checks.
- Copy of first month's premium check** for groups being submitted electronically (for validation prior to receipt of hard copy).
- Employer application** completed and signed. Include tax identification number and workers' compensation information.
- Employee enrollment forms and waiver cards** completed and signed. Dependent waiver cards are required for employees enrolling as single.
- Proposed quote** including final census page of quote.

Out-of-area employees

If your group meets underwriting guidelines for out-of-area enrollment, a wage and hour report is required for employees who live and work outside the service area (regardless of group size).

Five or fewer employees

Copies of the quarterly employee wage report and appropriate employer tax documentation may be required for groups of 5 or fewer employees, groups composed 100% of family employees, or any group at the underwriting department's discretion.

Deadline for new group enrollment

Deadline: **20th** of the month prior to the effective date.

New group applications that are not received by Kaiser Foundation Health Plan of the Northwest (KFHPNW) by the 20th, or that are incomplete, may not take effect the first of the following month. They may be delayed until the first of the month after that.

Please remember that meeting the deadline does not guarantee group coverage. We must still review a group's enrollment materials to make sure all company and state underwriting guidelines are met.

"Rating and Underwriting Assumptions Policy"

Please see our "Rating and Underwriting Assumptions Policy" for assistance completing this application.

Submitting a new group

Please send a copy of this form along with your group's enrollment materials to your sales representative at:

KFHPNW Small Business Group
500 NE Multnomah St., Suite 100
Portland, OR 97232-2099

Attn: 14th Floor _____
Sales executive name

