

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 **Forms not listed on this matrix are outdated and won't be accepted for processing.** Remember, you can always find the current forms at kp.org/smallbusinessbrokerforms/ca.*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 Services Customer Connection Team at **800-790-4661, option 3** for consultation.

NEW BUSINESS

Form name Click form name to download the most current version	Version	Project tracking number	Expiration date
Census, Broker	July 2020	474896215	
Census, Broker	January 2020	373250464	12.31.20
Census, Employer† (Direct)	January 2017	60515208	
Declination of Coverage, English	July 2020	474902074	
Declination of Coverage, Chinese	July 2020	495301788	
Declination of Coverage, Spanish	July 2020	495398400	
Declination of Coverage, English	January 2020	362735382	12.31.20
Declination of Coverage, Chinese	January 2020	396342818	12.31.20
Declination of Coverage, Spanish	January 2020	396341596	12.31.20
Electronic Transfer for Payment	July 2020	474903809	
Electronic Transfer for Payment	January 2020	365799621	12.31.20

NEW BUSINESS cont.

Form name Click form name to download the most current version	Version	Project tracking number	Expiration date
Employee Enrollment, English	July 2020	488010504	
Employee Enrollment, Chinese	July 2020	495401085	
Employee Enrollment, Spanish	July 2020	495403029	
Employee Enrollment, English	January 2020	362713619	12.31.20
Employee Enrollment, Chinese	January 2020	396272683	12.31.20
Employee Enrollment, Spanish	January 2020	396234408	12.31.20
Employer Application	January 2021	523710481	
Employer Application	July 2020	385057945	12.31.20
Employer Attestation Declination of Coverage	July 2020	474906513	
Employer Attestation Declination of Coverage	January 2020	362747443	12.31.20
New Employee Eligibility	July 2020	488012023	
New Employee Eligibility	January 2020	362741655	12.31.20
New Group Application	January 2020	346554401	12.2020 effectives
Owner/Officer Eligibility Statement	January 2020	365803302	
Payroll Attestation	January 2020	373272042	

EXISTING GROUP

Form name Click form name to download the most current version	Version	Project tracking number	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 2020	474897971	
Contact Change Request	January 2020	381232732	12.31.20
Customer Address or Name Change Request	July 2020	474899919	
Customer Address or Name Change Request	January 2020	381257973	12.31.20
Electronic Transfer for Payment	July 2020	474903809	
Electronic Transfer for Payment	January 2020	365799621	12.31.20
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	
Employee Enrollment, English	January 2020	362713619	12.31.20
Employee Enrollment, Chinese	January 2020	396272683	12.31.20
Employee Enrollment, Spanish	January 2020	396234408	12.31.20
Employer Application	January 2021	523710481	
Employer Application	July 2020	385057945	
Grandfathered (Nonmetal) Health Plan(s) Status [†]	January 2020	380765396	
Group Termination Request [†]	January 2020	380771714	

EXISTING GROUP cont.

Form name Click form name to download the most current version	Version	Project tracking number	Expiration date
New Group Application	January 2020	346554401	12.31.20
New Group Application	January 2019	61153408	12.31.20
Primary Administrator Online Access	January 2020	422507680	
2020 Plan Add/Change Request	January 2020	380711134	
2019 Plan Add/Change Request	January 2019	61135608	12.31.20
Renewal Date Change Request†	January 2020	380770298	
Special Open Enrollment Request†	January 2020	381238398	
Subscriber Termination and Transfer	January 2020	388127689	

RECERTIFICATION

Form name Click form name to download the most current version	Version	Project tracking number	Expiration date
Contact Change Request	July 2020	474897971	
Contact Change Request	January 2020	381232732	12.31.20
Customer Address or Name Change Request	July 2020	474899919	
Customer Address or Name Change Request	January 2020	381257973	12.31.20
Declination of Coverage, English	July 2020	474902074	
Declination of Coverage, Chinese	July 2020	495301788	
Declination of Coverage, Spanish	July 2020	495398400	
Declination of Coverage, English	January 2020	362735382	12.31.20
Declination of Coverage, Chinese	January 2020	396341596	12.31.20
Declination of Coverage, Spanish	January 2020	375056445	12.31.20
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	
Employee Enrollment, English	January 2020	362713619	12.31.20
Employee Enrollment, Chinese	January 2020	396272683	12.31.20
Employee Enrollment, Spanish	January 2020	396234408	12.31.20
Employer Application	January 2021	523710481	
Employer Application	July 2020	385057945	
Employer Attestation Declination of Coverage	July 2020	474906513	
Employer Attestation Declination of Coverage	January 2020	362747443	12.31.20
Employer's Confirmation of Workers' Compensation	January 2020	380767749	
New Employee Eligibility	July 2020	488012023	
New Employee Eligibility	January 2020	362741655	12.31.20
2020 New Group Application	January 2020	346554401	12.31.20
2019 New Group Application	January 2019	61153408	12.31.20

RECERTIFICATION cont.

Form name Click form name to download the most current version	Version	Project tracking number	Expiration date
Owner/Officer Eligibility Statement	January 2020	365803302	
Participation and Contribution Attestation	January 2020	380762202	
Payroll Attestation	January 2020	373272042	
2020 Plan Add/Change Request	January 2020	380711134	
2019 Plan Add/Change Request	January 2019	61135608	12.31.20