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Our forms are updated periodically to comply with legal and regulatory requirements, and we will only accept them through the expiration date (which is the last day we accept that version of the form). **Previous versions not listed below are outdated and may not be used.** You can verify whether you're using the correct version of each form by using the order tracking number (OTN). This is a unique 8-digit number located in the lower left-hand corner of the last page of each form. Each document may also include a version number (for example, V2). The month and year indicate the release or "go live" date. Remember, you can always find the current versions of our forms at kp.org/smallbusinessbrokerforms/ca.

Form name	Audience	Order tracking number (OTN)	Orderable online?*	Effective date	Expiration date <small>This version of this form will not be accepted after this date.</small>
Census Form, Broker	New group	60193114_V3 July 2014 Broker	Yes	7/1/14	N/A
Census Form, Employer	New group	60193113_V3 July 2014 Direct	Yes	7/1/14	N/A
Change of Ownership	Existing group	60331610 July 2015	No	7/1/15	12/31/15
Change of Ownership	Existing group	60367218	No	10/1/15	N/A
Contact Change Request Form	Existing group	60331611 July 2015	Yes	7/1/15	12/31/15
Contact Change Request Form	Existing group	60368208	Yes	10/1/15	N/A
Customer Address or Name Change Request	Existing group	60381813 October 2015	Yes	10/26/2015	N/A
Declination of Coverage, English	New/Recertified group	60261116_V2 October 2014	Yes	10/1/14	N/A
Declination of Coverage, Chinese	New/Recertified group	60276022_V2 October 2014	Yes	10/1/14	N/A
Declination of Coverage, Spanish	New/Recertified group	60276021_V2 October 2014	Yes	10/1/14	N/A
Electronic Transfer for Initial Payment	New group	60331613 July 2015	Yes	7/1/15	12/31/15
Electronic Transfer for Initial Payment	New group	60357211	Yes	9/1/15	N/A
Employee Dependent Change Form, Chinese	Existing/Recertified group	60314409 April 2015	Yes	4/1/15	N/A
Employee Dependent Change Form, English	Existing/Recertified group	60215010_V2 July 2014	Yes	7/1/14	N/A
Employee Dependent Change Form, Spanish	Existing/Recertified group	60314408 April 2015	Yes	4/1/15	N/A
Employee Enrollment Form, Chinese	New/Existing/Recertified group	60278309_V2 March 2015	Yes	3/1/15	N/A
Employee Enrollment Form, Spanish	New/Existing/Recertified group	60278209_V2 March 2015	Yes	3/1/15	N/A
Employee Enrollment Form, English	New/Existing/Recertified group	60261508_V2 March 2015	Yes	3/1/15	N/A
Employer's confirmation of workers' compensation coverage	Existing/Recertified group	60331414 July 2015	Yes	7/1/15	N/A
Grandfathered Health Plan(s) Change Form	Existing group	60332308 July 2015	Yes	7/1/15	12/31/15
Grandfathered Health Plan(s) Change Form	Existing group	60368209	Yes	10/1/15	N/A
Group Termination Request	Existing group	60341521 July 2015	Yes	7/1/15	N/A
New Employee Eligibility Documentation	New/Recertified group	60331415 July 2015	Yes	7/1/15	N/A

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New Group Application	New group	60341917 July 2015	Yes	7/1/15	Dec 2015 Effectives
New Group Application	New group	60364808 January 2016	Yes	10/1/15	12/31/15
New Group Application	New group	60398608 January 2016	Yes	12/1/2015	N/A
New Group Application	New group	60405908 January 2016	Yes	12/4/2015	N/A
Online Account Services User ID Request	Existing group	60266113_V2 November 2014	Yes	11/1/14	N/A
Plan Add/Change Request 2015 w/Attestation	Existing group	60368608	Yes	7/1/15	Dec 2015 Renewals
Plan Add/Change Request 2016 w/Attestation	Existing group	60366617	Yes	10/1/15	N/A
Proprietor/Partner Corporate Officer Eligibility Statement	New/Recertified group	60135312_V2 May 2014	Yes	4/1/14	N/A
Renewal Date Change Request	Existing group	60353019 July 2015	Yes	7/1/15	N/A
Special Open Enrollment Request	Existing group	60331416 July 2015	Yes	7/1/15	N/A
Subscriber Term Transfer Form	Existing group	60242810 July 2014	Yes	7/1/14	N/A

*Note: If you'd like to receive a form that is not orderable online, please contact our customer connection team toll free at **800-790-4661, option 3**.