

Small Group HMO Submission Checklist

For groups with 1 to 50 benefit eligible employees

Required documents

- Master application completed in its entirety.
- Enrollment application signed and dated by employees within 60 days of the requested effective date completed in its entirety for each enrolling employee.
- Deposit check made out to Sharp Health Plan reflecting the appropriate amount for the first month's premium drawn from the group's account.
- DE-9C is required
 - If the group has not been in business long enough to have a DE-9C, please submit six weeks of payroll showing withholdings.
 - To reconcile the DE-9C, please indicate the appropriate code next to each employee's name:
 - T Terminated (include date)
 - E Eligible and enrolling (indicate job titles if carve-out)
 - WG Eligible and waiving for other group coverage
 - WI Eligible and waiving for own individual coverage
 - WS Eligible and waiving spouse/domestic partner coverage
 - IE Ineligible (part-time, seasonal, waiting period)
 - D Declining (no other coverage)
- Groups with fewer than 5 subscribers must provide a stamped and filed Statement of Information or a current complete tax filing. If a Sole Proprietor, the group must submit a complete Schedule C or business license.

Other documents (Requested if needed)

- Declination of coverage form for each eligible employee declining coverage. Please note SHP requires copies of employees' ID cards to verify participation is being met.
- Last billing statement from the previous carrier.
- Ownership paperwork (required if the names of the owner(s)/partners do not appear on the most recent DE-9C; tax extensions are not accepted).

For a sole proprietor:

- Business license
- Fictitious business name statement
- Schedule C tax form

For a partnership:

- Business license (showing all names)
- Fictitious business name statement (showing all names)
- Schedule K tax form (for each partner)
- Notarized partnership agreement

For a corporation:

- Corporation documents (Form 1120 with schedule E or schedule K-1)
- Articles of Incorporation
- Statement of Information or most recent complete tax filing
- Certificate of Qualification (required for corporations formed outside of California)

Other documents, continued

- **Broker Paperwork**
 - License
 - Completed W-9
 - Errors & Omission Insurance (E&O Ins.)
- **1099 Employees are eligible if:**
 - 1099 employees are on the prior carrier billing statement.
 - There was an affiliation between the employer and the employee long enough for a Federal Tax return to be filed. Copies of the Form 1040 Schedule C and Form 1099 Miscellaneous for the prior year are required.
 - Letter from the employer requesting to cover 1099 employees.
 - No more than 25% of the enrolled employees may be 1099 employees.
 - Completed 1099 Contractor Verification Form.

You may send a quote request to shp.commercialsales@sharp.com or fax (858)499-8246 or call (858)499-8229. You may also obtain a preliminary quote by registering to use the Sharp Health Plan online quoting tool at sharphealthplan.com.

Under no circumstances should a prospective group discontinue its present insurance coverage without written notice from Sharp Health Plan that new coverage has been approved and is in force.