

New Business Submission Checklist

The following materials must be completed and submitted to Blue Cross Blue Shield up to **Ten Business Days** prior to the requested effective date in order to establish group health coverage:

Employee Enrollment Forms

- List Primary Care Physician name and Provider identification number for HMO policies
- Employee and Employer signatures are required
- Submit top copy to BCBS; yellow copy for company files; pink copy to employee

Group Application Form

- Please complete Parts 1, 2, 4 & 5
 - **Note:** Your designated primary contact will be automatically set up for our eBill tool, which provides online bill presentment and payment. Please ensure to include their email address on the Group Application Form.
- Under section 3, check BlueLinks box if you would like access to the online enrollment system

Waiver of Coverage Forms for employees declining coverage

- Please indicate the reason for declining coverage
- Please indicate the name of the current Health and/or Dental carrier

Most recent DOR Quarterly Wage Report or DOR Quarterly Wage Report waiver accompanied by a signed census for a newly established business

- Indicate on form the status of any employee that is not enrolling or waiving (i.e., not eligible, terminated, etc.)

BlueQuote Rate Proposal for selected plan(s)

Please note: Final rates are based on actual enrollment

Fax complete package to:
Attn: New Business Sales
Boston, MA
Fax (617) 246-3160

Note: Do not submit hard copies of packages that were previously faxed.

Acceptable Tax Documentation and Proof of Business



The chart below illustrates the necessary documents required by Underwriting in order to set up a small business through new sales.

****Do not proceed with the account set-up if the required tax and/or proof of business documentation have not been supplied.**

| Business Type | Acceptable Documents |
|--|--|
| <p>Newly established small business <u>without</u> employees must supply two forms of the following documents:</p> <p>Note: (Applies to all business types listed) <i>If a business has more than 2 partners which causes less than 50% ownership, those partners applying for coverage must supply a signed document stating that they work at least 30 hours in order to be eligible. This letter must be accompanied by the documentation to the right.</i></p> | <ul style="list-style-type: none"> • Wage Report Waiver form (BCBSMA) must be accompanied by one item below: • Report from a credit rating agency • Proof of business line of credit • Proof of business insurance coverage (Examples: property, casualty, E&O) • 1099 Sub-contractors such as a realtor or mortgage broker may supply their business license, accompanied by a letter from the contracting agency verifying the sub-contractor is in a working relationship. <p>Note: <i>If available, you may submit tax documentation listed under Existing small businesses without employees.</i></p> |
| <p>Newly established small business <u>with</u> employees must supply both:</p> | <ul style="list-style-type: none"> • Wage Report Waiver form (BCBSMA) must be accompanied by a signed census from the group. <p>And</p> <ul style="list-style-type: none"> • 1 of the documents listed above as proof of business |
| <p>Existing small business <u>without</u> employees, must supply one of the following documents:</p> | <ul style="list-style-type: none"> • Schedule C (<i>used to report income or loss from a business you operated or a profession you practiced as a sole proprietor.</i>) • Schedule K (<i>used to report income and other distributions from partnerships</i>) • Schedule SE – Form 1040 – 1-ES (<i>If you had net earnings from self-employment from other than church employee income (line 4 of Short Schedule SE or line 4c of Long Schedule SE)</i>) |
| <p>Existing small business <u>with</u> employees, must supply one of the following documents:</p> | <ul style="list-style-type: none"> • DOR Employee Wage & Detail report • Third Party Payroll records with FICA withholdings |