



HMO & PPO New Group Enrollment Checklist Groups of 1-50 Employees

All groups must submit the following:

- Completed Small Group Application
- Census Data Sheet
- Employee Enrollment Forms
- Statement of Health – If not included, base rates will apply.
- Waiver Forms for all employees who choose not to enroll
- Waiver Forms for all employees in their waiting period and not yet eligible.
- Copy of ID card for all employees who waive coverage because they are covered under another plan
- Check for first month's premium
- Prior carrier's Summary of Benefits and/or Certificate of Coverage
- Prior carrier's itemized billing
- Copy of Rate Sheet for your group's proposal

Groups of 2-50: (All paperwork must be received by the 17th of the month prior to the effective date)

- Current Unemployment Insurance Tax Report (UITR)

Groups of 1: (All paperwork must be received by the 5th of the month prior to the effective date)

- Statement of Health required on all business groups of one.
- Copy of tax information for the business (i.e. 1120, 1120S or 1040 Schedule C)
- Copy of the applicant's driver's license

Please return the completed and signed forms to:

**PacifiCare
Small Group Sales
6455 S. Yosemite St. CO84-206
Greenwood Village, CO 80111**