

SMALL GROUP SUBMISSION CHECKLIST

- Group Enrollment Agreement;** Complete and sign the Group Enrollment Agreement indicating the Plan(s) selected, effective date of coverage, waiting period and Employer Contribution.
- Employee applications** must be completed, signed and dated up to 60 days in advance of the requested effective date. Applications received after the effective date will not be added until the following month or upon expiration of the selected waiting period.
- Waiver of coverage.** Waiver form of Group Health Benefits & Notice of Special Enrollment Rights must be completed for those employees Waiving Group Benefits.
- Premium Payment;** A check for the first months' total premium made out to Nevada Health CO-OP. Premium Payment Options: Advise continuing payment method, Wire, Check, EFT, or ACH.
- Wage and Tax Statements;** Include the most current Quarterly wage and tax report (reconciled). For new hires not appearing on the report, provide 2 weeks of current payroll records (W-4's are not an acceptable substitute. Owners /Partners not appearing on the Wage and Tax Statements or showing part-time wages on the Wage and Tax statement, must provide required ownership documentation.
- Business License;** is required if Wage and Tax statement is not available.

Additional information may be required.

LARGE GROUPS -51 EMPLOYEES OR MORE.

- Group Enrollment Agreement;** Complete and sign the Group Enrollment Agreement indicating the plan(s) selected, effective date of coverage, employee waiting period, employer contribution.
- Employee applications** must be completed, signed and dated up to 60 days in advance of the requested effective date. Applications received after the effective date will not be added until the following month or upon expiration of the selected waiting period.
- Waiver of coverage.** Waiver form of Group Health Benefits & Notice of Special Enrollment Rights must be completed for those employees Waiving Group Benefits
- Premium Payment;** A check for the first months' total premium made out to Nevada Health CO-OP Premium Payment Options: Advise continuing payment method, Wire, Check, EFT, or ACH.
- Wage and Tax Statements;** Include the most current Quarterly wage and tax report (reconciled). For new hires not appearing on the report, provide 2 weeks of current payroll records (W-4's are not an acceptable substitute). Owners /Partners not appearing on the Wage and Tax Statements or showing part-time wages on the Wage and Tax statement must provide required ownership documentation.

Additional Information may be required.