



Kaiser Permanente
Nine Piedmont Center
3495 Piedmont Road, N.E.
Atlanta, GA 30305-1736

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Small Group Checklist New Groups in business

| |
|-------------------|
| Broker |
| Group Name |
| Account Executive |

- Copy of prior Carrier Bill
- Copy of Quarterly Wage & Tax Report with status notation
(I.e: Full-time, part-time, terminated, waiving) If in business under 3 months, a copy of payroll with status notification
- Employer Group Agreement \ Questionnaire
- Completed Enrollment Applications
(A completed Medical Questionnaire on the back of the Enrollment Form. Please make sure the form is signed and dated.)
- Completed Waiver Forms for any eligible employee that is declining medical coverage
- Check for first month's premium
(This must be a company check.)

Note: Enrollment applications must be completed in all required fields, including date of hire and hours worked. This information is not optional and will be requested if not submitted on the front-end. The enrollment application must also include height and weight information.

*Owner's \ Partners - must actively participate in the business
Non-Profit - 941 is required with payroll back up*