



New Business Checklist

- Employer Application
- Employee Applications
- Employee Waivers
- Employer name, as reported to the Employer Development Department (EDD).
- Federal Employer Identification Number (FEIN) *ON EMPLOYER APPLICATION*
- State Employer Identification Number (SEIN) *ON EMPLOYER APPLICATION*
- A copy of their California Business License
- DE-9C reconciled by the employer
- Total number of employees
- Total number of full-time employees
- Total number of part-time employees working 20 to 29 hours per week (if offering part-time employee coverage)
- Employee roster, including: address, hire date, date of birth, social security number or tax identification number
- Dependent information (if offering dependent coverage), including date of birth to determine age of the dependent.
- Yes, ER must complete the list for FT employees
- SSN are run through the IRS
- For a group to be eligible for SHOP, the group must have at least one W2. The W2 can't be an owner or relative of the owner. (more checking on definition of relative)

Notes: For New Businesses with no DE9-C available, please submit 30days of payroll record. However, small businesses that operate as sole proprietorships but have no employees are not eligible. These sole proprietors may be eligible to buy through the individual marketplace operated by Covered California.