



Small Group Enrollment Checklist

Employer

- [Employer Application](#), fully complete all sections.
 - ✓ Select Metal Level(s);
 - ✓ Provide the Federal Employer Identification Number.
- Reconciled DE-9C/Quarterly Wage Report (most recently filed copy).
 - ✓ Part-time, terminated, season or temporary employees must be indicated.
 - ✓ Note that all groups must have a W-2 employee that is not the Owner or a Spouse of the Owner.
 - ✓ Start-up: if a DE-9C is not available, submit payroll records or new hire offer letter.
- Ownership Documents – For acceptable Ownership Documents see chart below.
- First Month's Premium, pay online through the [MyCCSB](#) portal once invoice is released, for 100% of the total amount due. Note: coverage is not effectuated until the initial payment is received and applied to the groups account.
- [Late Submission Acknowledgement](#) must be completed, by either the employer or broker, based on the submission date. Refer to the [Submission Deadlines](#) for dates.

Employee

- [Employee Application](#), all eligible employees must complete an application to enroll or waive.
 - ✓ Employees or dependents waiving coverage must complete the member information on Steps 1 and 6. Specify who is waiving, SSN for waivers is required, and provide the reason for waiving.
 - ✓ Option Dental Coverage, ONLY if offered through the Employer. (Pediatric or Family) is available for purchase through the exchange and is billed to the group. Employees can choose any plan by any carrier by indicating their selection on the employee application.



Overview

This quick reference guide displays the required documents a New Business Employer Group must submit to determine eligibility for each individual business type. These documents must be submitted with the employers Covered California for Small Business application.

Sole Proprietor

In Business Less than 3 months	In Business More than 3 Months
Document 1) Local Business License, or Fictitious Business Name Filing, and	Document 1) Schedule C, or Local Business License or Fictitious Business License, and
Document 2) DE-9C, or Payroll Records for 30 Days	Document 2) DE-9C, and
	Document 3) Schedule C (if owner is enrolling)

Corporation

In Business Less than 3 months	In Business More than 3 Months
Document 1) Articles of Incorporation (Filed and Stamped)	Document 1) DE-9C
Document 2) DE-9C, or Payroll Records for 30 Days	Document 2) Statement of Information (if Officers are offered coverage and not listed on DE-9C)
Document 3) Statement of Information (if Officers are offered coverage and not listed on DE-9C), or Corporate Meeting minutes listing all Officers names	

Partnership

In Business Less than 3 months	In Business More than 3 Months
Document 1) Partnership Agreement	Document 1) DE-9C
Document 2) Federal Tax ID Appointment letter	Document 2) Current Schedule K-1 (if Partners are not listed on DE-9C), or Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available)
Document 3) DE-9C, or Payroll records for 30 days	

Limited Partnership – LP

In Business Less than 3 months	In Business More than 3 Months
Document 1) Partnership Agreement	Document 1) DE-9C (Limited Partners of a LP are not eligible for coverage unless they appear on DE-9C)
Document 2) Federal Tax ID Appointment letter	Document 2) Current Schedule K-1 (if General Partners are not listed on DE-9C), or Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available)
Document 3) DE-9C, or Payroll records for 30 days	



Limited Liability Partnership – LLP

In Business Less than 3 months	In Business More than 3 Months
Document 1) Partnership Agreement, or Federal Tax ID Appointment letter	Document 1) DE-9C
Document 2) DE-9C, or Payroll Records for 30 Days	Document 2) Current Schedule K-1 (if Partners are not listed on DE-9C), or Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available)

Limited Liability Company – LLC

In Business Less than 3 months	In Business More than 3 Months
Document 1) Articles of Organization with Operating Agreement, or Statement of Information	Document 1) DE-9C
Document 2) DE-9C, or Payroll Records for 30 Days	Document 2) Current Schedule K-1 for Partnership or a Schedule C for Sole Proprietorship (if managing members are not listed showing wages on DE-9C), or Statement of Information or Articles of Organization with Operating Agreement (if no Schedule K-1 or Schedule C)