



Small Group Submission Checklist for New Self Employed - 1 Person Groups
Open enrollment for One-Life groups is in August with an October 1st effective date

Please note that the one-life group submission process is a Two-step process. This is a time sensitive application process. The Small Group Master Application, proof of business documents, Enrollment Form and medical questionnaire must be received by AvMed and postmarked no later than **August 31st**.

Step 1

- Obtain rates & all required forms from Website

If interested in coverage, submit the following information:

Step 2

- Small Group Master Application completed
 - The employer signs page 2.
 - Federal Tax ID number must be included.
 - Employer must select waiting period for new hires. This indicates when benefits will be offered to newly hired employees and is enforced for the duration of the contract.
 - Section II: Employer contribution toward employee's premium must be at least 50%.
- Individual Medical Questionnaire completed and signed by the employee and any dependents that wish to be covered. Any "yes" answers must be explained in the space provided.
- Group Enrollment Form fully completed and printed clearly. Incomplete or illegible forms will delay the processing and enrollment of groups.
 - Signed by employee and employer (self-employed sign in both places)
 - Social Security Numbers, and date of birth must be included for every person listed on the form
 - Primary care physician chosen
 - Date of hire indicated
- IRS Form 1040 schedule C or F or the IRS Form 1120 schedule E or 1120s schedule K-1 from one of the two previous years showing taxable income.
- Two additional proofs of business (see the guidelines for one-person groups)
- Pre-Existing Condition Limitations Endorsement
- Small Group Renewal Endorsement
- A check in the amount of the first month's premium (must be received prior to September 14th.)

All documents must be completed and signed. Missing documents or signatures will delay processing of your enrollment. The documents must be postmarked no later than August 31st to qualify and enroll for coverage.