



SMALL GROUP CASE SUBMISSIONS

2-50 EMPLOYEES

Group Name: _____ Requested Effective Date: _____

Please check the following before submitting cases:

- Small Group Master Application - completely filled out and signed/dated
- Enrollment and/or COBRA Applications - completely filled out and signed/dated
- Waiver of Coverage Forms - completely filled out and signed/dated
- Binder Check made out to AvMed for the 1st month's premium
- Common Ownership Form (if applicable)

Documents needed based on group type (select one):

- Groups with less than 15 enrolled employees:** Most recent RT-6
- Groups with 15+ enrolled employees:** Most recent RT-6, **OR** Most recent payroll report
- Groups with leased employees:** PEO questionnaire, **AND** Most recent payroll report
Required for groups with less than 15 enrolled employees (any of the following):
Business Tax Receipt, Business License, **OR** Occupational License
- For non-profit groups:** Most recent payroll report, **AND** Most recent 941 form if less than 15 enrolled employees
(Payroll reports should include all of the following: Cover and Summary page (s), Group Name, Pay Period, Hours Worked, Hourly wage for each employee and Payroll Company Name and/or Logo, if applicable).
- Please indicate the status of each employee on the RT-6 or payroll:**
Per Florida State Statute, eligible employees are those that work 25+ hours per week and have met the employer's waiting period. AvMed requires 70% of the full time, eligible employees to enroll minus valid waivers.
 - E – Enrolled
 - PT – Part time (work < 25 hours/week)
 - T – Terminated (date of termination)
 - WP – Waiting Period (date of hire)
 - COBRA – Complete COBRA application
 - WOC – Waived with other coverage
 - W – Waived without other coverage/declined
 - OOA – Out of Area (ineligible)
 - 1099 Employee
 - Union, Seasonal or Other
- If applicable, for those employees not appearing on the RT-6 or payroll, please provide one of following (i.e. new hires, owners or 1099 employees):**
 - New Hires - completed W-4
 - Sole Proprietors - 1040 schedule C
 - Partners - 1065 w/schedule K1
 - C Corporations - 1120 w/schedule E
 - S Corporations - 1120 S w/schedule K1
 - 1099 Employees - Form 1096 from group, 1099 forms and completed 1099 affidavit (limited to 25% of W-2 and 1099 combined)
 - LLCs - 1040 schedule C; 1120 w/schedule E, 1120 S w/schedule K1 or 1065 w/schedule K1
- If applicable, other correspondence: email(s) or letter(s) regarding the group status**