

PACIFICARE CHEAT SHEET – NEW GROUP DOCUMENTATION CHECKLIST

MOST RECENT DE6 (WAGE & TAX REGISTER OR QUARTERLY TAXABLE WAGE):

Any DE6 provided by a payroll company, i.e. ADP, must include Payroll Quarterly Tax Summary Page.

- For Each New Hire Not Listed On The DE6, Write Name Of Employee On The DE6

Or

Provide Payroll Records For Most Recent Pay Period.

- Attach Proprietor Statement If The Owner Is Not Listed On The DE6

IF DE6 HAS NOT YET BEEN FILED

- Provide The Start Date Of Business (*The Group Must Have Been In Business With 2 Permanent Fulltime Employees For A Minimum Of 45 Days*)

AND One Of The Following:

- Copy Of 45 Days Payroll Records From Payroll Record Service

OR

- If Group Can Not Supply Payroll Records From A Payroll Record Service, Provide A Copy Of Groups Current Business Tax Certificate (Within The Last Year) Showing Names Of Each Enrolling Partner **OR** Current Business License Showing Names Of Each Enrolling Partner

OR

- Copy Of The “Letter Of Assignment” Reflecting State Employer ID# From The Employment Development Department (EDD)

IF DE6 REFLECTS ONLY OWNERS/OFFICERS HOWEVER THE GROUP APPLICATION REFLECTS NO WORKERS COMP. COVERAGE:

The Group Application Must Reflect Each Owner’s Name Who Is Exempt From Worker’s Comp. Coverage

AND

Provide A Proprietor Statement For Each Owner Listed On The DE6

IF GROUP IS A SOLE PROPRIETOR:

The Most Recent Quarter DE6 **AND** If The DE6 Does Not List The Owner And Show Wages, Submit The Proprietor Statement.

IF GROUP COMPRISES OF OWNERS/PARTNERS THAT DO NOT HAVE A DE6:

- Provide The Following If **PARTNERSHIP**:

Proprietor Statement For Each Enrolling Partner **AND** One Of The Following:

1065 K-1 For Each Enrolling Partner. If Group Has Not Been In Business Long Enough To Provide The 1065 K-1, A Legitimate Partnership Agreement (Filed W/State Or From An Attorney’s Office) May Be Submitted.

OR

Copy Of Groups Current Business Tax Certificate (Within The Last Year) Showing Names Of Each enrolling Partner

OR

Current Business License Showing Names Of Each Enrolling Partner.

IF GROUP IS A CORPORATION:

A Proprietor Statement For Each Enrolling Owner/Officer

AND One Of The Following:

Schedule K-1 For EACH Owners/Officer For S Corporations Or The Form 1120 With The Schedule E For C Corporations

OR

For groups in business less than one year: Stamped Statement Of Information (Within The Last Year) With All Owners/Officers Listed. The Stamped Statement Of Information Must Include The Company's Print Out From The California Business Portal Listing The Status As Active

OR

For groups in business more than one year: Statement of Information and the company's print out from the CA Business Portal listing the status as active.

OR

Stamped Articles Of Incorporation That List All Owners/Officers Names.

OR

Copy Of Groups Current Business Tax Certificate (Within The Last Year) Showing Names Of Each Enrolling Partner

OR

Current Business License Showing Names Of Each Enrolling Partner

Provide The Following If LLC's

A Proprietor Statement For Each Enrolling Owner/Officer

AND One Of The Following:

1065 K-1 For Each Enrolling Partner

OR

If Group Has Not Been In Business Long Enough To Provide The 1065 K-1, Stamped Statement Of Information (Within The Last Year) With All Owners/Officers Listed. The Stamped Statement Of Information Must Include The Company's Print Out From The California Business Portal Listing The Status As Active

OR

Stamped Articles Of Organization **AND** Operating Agreement Showing Names Of All Managers/Members

OR

Copy Of Groups Current Business Tax Certificate (Within The Last Year) Showing Names Of Each Enrolling Partner

OR

Current Business License Showing Names Of Each Enrolling Partner