

## 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