

# Account Installation Checklist

## *Small Employer Groups (2-50)*

### Required for all Small Employer Groups (2-50)

- Application for Small Employer Health Benefits Policy
- New Jersey Small Employer Certification
- Copy of ROAM rate quote, census, and demographics
- Waivers, as applicable
- Member applications
- First month's premium (must be a corporate check if not submitting through electronic payment feature)

### Required for Small Employer Groups (2-5 eligible)

- Proof of prior coverage
- WR-30 or proof of business. In lieu of the WR-30, we will accept the following:
  - Articles of Incorporation, Certificate of Formation, Certificate of Incorporation (signed and completed with a stamp or a receipt with issuing date)
  - Schedule C, Schedule K-1, or Schedule F
  - IRS Form 1065 (Partnership Income)
  - IRS Form 1120 (Corporate Income)
  - IRS Form 990 (tax-exempt return)
  - IRS Form 941 (Nonprofit)
  - Business license
  - Partnership agreement (stamped by state or notarized)
  - CPA letter (on exception basis only)
- Payroll documentation. The following are acceptable forms:
  - W-2
  - W-4 (for new hires only)
  - IRS Form 1099 (for independent contractors)
  - Payroll documents showing taxes taken out
  - Schedule C, Schedule K-1, or Schedule F (for owners only)
  - IRS Form 2106 (Employee Business Expense)
  - CPA letter (on exception basis only)

*To obtain electronic forms, please visit [www.amerihealth.com/forms\\_online\\_nj](http://www.amerihealth.com/forms_online_nj).*

