

Group Name: \_\_\_\_\_  
 Policy #: \_\_\_\_\_

Oxford Health Plans  
 14 Central Park Drive  
 Hooksett, NH 03106  
 Attn: NY Small Group Enrollment Department

Dear Oxford,

Enclosed is the documentation you requested to verify my group’s eligibility for group healthcare coverage in New York.

Below, I have indicated the number of eligible employees, my group’s official filing status in New York State, and the documentation I have enclosed.

Number of eligible employees: \_\_\_\_\_

Official Group Filing in NY	Required Documentation*	Description
<input type="checkbox"/> New Corporation	Articles of Incorporation and W4 for each employee	Made up of shareholders who transfer money, property, or both for the corporation’s capital stock.
<input type="checkbox"/> Existing Corporation	NYS-45 (indicating all eligible employees)	
<input type="checkbox"/> New Partnership	Partnership Agreement and W4 for each employee	A relationship that exists between two or more people who join to carry on a trade or business. Each person contributes money, property, labor, or skill, and each expects to share in the profits and losses of the business.
<input type="checkbox"/> Existing Partnership	K1 for each partner and NYS-45 (indicating all eligible non-partner employees)	
<input type="checkbox"/> NYSHIP Approved Organization	NYSHIP Certificate	The New York State Health Insurance Partnership Program (NYSHIP) was established by the New York State Department of Health to assist eligible employees and sole proprietors without employees in purchasing small group health insurance policies for their full-time employees and dependents.
<input type="checkbox"/> New Proprietorship	W4 for each employee	An unincorporated business that is owned by one individual.
<input type="checkbox"/> Existing Proprietorship	Schedule C and NYS-45 (indicating all eligible employees)	
<input type="checkbox"/> New Subchapter S Corporation	CT6 and W4 for each employee	A domestic corporation that is formed to avoid double taxation. An S corporation is generally exempt from federal income tax. Its shareholders include on their tax returns their share of the corporation’s separately stated items of income, deduction, loss, and credit, as well as their share of non-separately stated income or loss.
<input type="checkbox"/> Existing Subchapter S Corporation	1120S or K1 and NYS-45 (indicating all eligible employees)	
<input type="checkbox"/> New Limited Liability Corporation	Articles of Incorporation and W4 for each employee	May be classified as a partnership or corporation.
<input type="checkbox"/> Existing Limited Liability Corporation	NYS-45 (indicating all eligible employees)	

**\*Only fully executed documentation will be accepted.**

\_\_\_\_\_  
 Signature of Authorized Employer Group Official

\_\_\_\_\_  
 Printed Name of Signee

\_\_\_\_\_  
 Date