



HEALTH INSURANCE APPLICATION CHECKLIST

APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT
THE REQUIRED DOCUMENTATION LISTED BELOW.

Please be aware that rates are subject to change based on final information and census.

Business Name _____ Effective Date _____

ALL APPLICANTS

- ☐ Completed application and plan selections
- ☐ Current Nevada State Business License or Notice of Exemption letter from Nevada Secretary of State
- ☐ Completed Common Ownership Attestation
- ☐ Completed Business Attestation *(Partnerships Only)*
- ☐ Enrollment application, electronic enrollment application, or enrollment file for electronic eligibility
- ☐ Estimated 1st month premium binder check
 - Any discrepancy between the binder amount and the final enrollment will be billed or credited on the first premium bill.

BUSINESSES WITH "W-2" EMPLOYEES

- ☐ Most recent filed State Wage & Quarterly
 - Businesses in operation less than three months must submit Articles of Incorporation along with two weeks of payroll in lieu of the State Wage & Quarterly.
- ☐ Two weeks of payroll receipts for employees that do not appear on the group's State Wage & Quarterly
 - Business Verification Form maybe submitted in lieu of payroll at Underwriting's approval
- ☐ Waiver of Health Coverage Benefits for all Eligible Employees who are waiving coverage or who are eligible for and/or participating in COBRA. "Eligible Employee" means a permanent employee who has a regular working week of 30 or more hours

BUSINESSES WITH OWNERS THAT DO NOT APPEAR ON THE STATE WAGE & QUARTERLY

PROVIDE AT LEAST ONE ITEM FROM THE LIST BELOW

- ☐ Partnership Business Type – US Return of Partnership Income Form 1065 *(Schedule K-1)*
- ☐ S Corporation Business Type – US Return of Shareholder Income Form 1120S *(Schedule K-1)*
- ☐ Limited Liability Company (LLC) with Partners – Form 1065 *(Schedule K-1)*

BUSINESSES APPLYING FOR BUILDERS ASSOCIATION OF NORTHERN NEVADA

BUILDERS/SUBCONTRACTORS

- ☐ Current contractor license
- ☐ Builders Association Eligibility Attestation



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DOCUMENTATION REQUIREMENTS FOR EACH BUSINESS TYPE.

Business Type	In business more than 3 months	In business less than 3 months
C CORPORATION	Nevada Employer's Quarterly Contribution and Wage Report	Payroll records and Articles of Incorporation
S CORPORATION	Nevada Employer's Quarterly Contribution and Wage Report or K-1 for shareholder's income	Payroll records and Articles of Incorporation
PARTNERSHIP	K-1 for partner's income or Schedule SE (self-employment tax) or Form 1065 Partnership Return and Nevada Employer's Quarterly Contribution and Wage Report for employees.	Partnership Agreement and SS-4 (application for tax id) and payroll records
LIMITED LIABILITY COMPANY (LLC)	May file as either a C Corporation or a Partnership (refer to above)	May file as either a C Corporation owner or a Partnership (refer to above)