



New Business Checklist

Did you remember to include:

- **Group Setup Agreement**
 - Must be filled out completely
- **Enrollment Applications**
 - Employees Electing Coverage – complete sections 1 thru 5
 - Employee covered elsewhere – complete section 1 only
 - Employer Signature on all enrollment applications
- **Wage and Tax Information**
 - Parts One and Two of the NH Quarterly Tax and Wage Report. Please identify part-time, non-benefit eligible and those employees covered under their spouse's program.
 - Self-Employed – Please provide Schedule C, Profit and Loss form from the business or Registered Trade Name Certificate.
 - Employment Verification Form is required if you do not file a NH Quarterly Tax and Wage Report.
- **Signed Health Proposal**