

## Help avoid processing delays by fully completing and submitting the most current forms.

Our forms are updated periodically to comply with the most recent legal and regulatory requirements. To ensure you are using a valid form, please reference the 8-digit order tracking number (OTN) located on the lower left-hand corner of the last page of each form and reference against the OTN below. **Forms not listed on this matrix are outdated and will not be accepted for processing.** Remember, you can always find the current forms at [kp.org/smallbusinessbrokerforms/ca](http://kp.org/smallbusinessbrokerforms/ca) \*.

\* Forms followed by this † indicator are not accessible on account.kp.org. For forms that aren't available online, please contact our Small Business Services Customer Connection Team at **800-790-4661, option 3** for consultation.

<b>Form name</b> Click form name to download the most current version	<b>Audience</b> New Group (N), Existing Group (E), Recertified Group (R)	<b>Order tracking number (OTN)</b>	<b>Orderable online?*</b>	<b>Effective date</b>
<a href="#">Census, Broker</a>	N	60514211 January 2017 Broker	Yes	10/14/16
<b>Census, Broker†</b>	N	60193114_V3 July 2014 Broker	Yes	7/1/14
<b>Census, Employer†</b>	N	60515208 January 2017 Direct	Yes	10/14/16
<b>Census, Employer†</b>	N	60193113_V3 July 2014 Direct	Yes	7/1/14
<b>Change of Ownership†</b>	E	60511026 January 2017	No	12/9/16
<b>Change of Ownership Subscriber Termination and Transfer†</b>	E	60511027 January 2017	No	10/14/16
<b>Change of Ownership/ Change of Ownership Subscriber Termination and Transfer Combination†</b>	E	60511026 and 60511027 January 2017	No	12/9/16
<a href="#">Contact Change Request</a>	E	60510925 January 2017	Yes	10/14/16
<a href="#">Customer Address or Name Change Request</a>	E	60514215 January 2017	Yes	10/14/16
<a href="#">Declination of Coverage, English</a>	N, R	60514114 January 2017	Yes	10/14/16
<b>Declination of Coverage, English†</b>	N, R	60465609 July 2016	Yes	6/30/16
<b>Declination of Coverage, English†</b>	N, R	60261116_V2 October 2014	Yes	10/1/14
<a href="#">Declination of Coverage, Chinese</a>	N, R	60544930 January 2017	Yes	12/12/16
<a href="#">Declination of Coverage, Spanish</a>	N, R	60544912 January 2017	Yes	12/12/16
<b>Declination of Coverage, Spanish†</b>	N, R	60491112 July 2016	Yes	8/8/16
<a href="#">Electronic Transfer for Initial Payment</a>	N	60514110 January 2017	Yes	10/14/16
<b>Electronic Transfer for Initial Payment†</b>	N	60465511 July 2016	Yes	6/30/16
<a href="#">Employee/Dependent Change, English</a>	E, R	60510924 January 2017	Yes	10/14/16
<b>Employee/Dependent Change, English†</b>	E, R	60465908 July 2016	Yes	6/30/16
<a href="#">Employee/Dependent Change, Chinese</a>	E, R	60544929 January 2017	Yes	12/12/16

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<a href="#">Employee/Dependent Change, Spanish</a>	E, R	60545114 January 2017	Yes	12/12/16
<a href="#">Employee Enrollment, English</a>	N, E, R	60624408 January 2018	Yes	9/18/17
<b>Employee Enrollment, English†</b>	N, E, R	60514111 January 2017	Yes	10/14/16
<b>Employee Enrollment, English†</b>	N, E, R	60466408 July 2016	Yes	6/30/16
<a href="#">Employee Enrollment, Chinese</a>	N, E, R	60545131 January 2017	Yes	12/12/16
<a href="#">Employee Enrollment, Spanish</a>	N, E, R	60545113 January 2017	Yes	12/12/16
<b>Employee Enrollment, Spanish†</b>	N, E, R	60491114 July 2016	Yes	8/8/16
<a href="#">Employer Attestation Declination of Coverage</a>	N	60536410 November 2016	No	11/28/16
<a href="#">Employer's Confirmation of Workers' Compensation</a>	E, R	60514219 January 2017	Yes	10/14/16
<b>Grandfathered Health Plan(s) Change Form†</b>	E	60515309 January 2017	No	10/14/16
<a href="#">Group Termination Request</a>	E	60511024 January 2017	Yes	10/14/16
<a href="#">New Employee Eligibility</a>	N, R	60514118 January 2017	Yes	10/14/16
<a href="#">2018 New Group Application</a>	N	60596315 January 2018	Yes	9/18/17
<a href="#">2017 New Group Application</a>	N	60614008 July 2017	Yes	7/1/2017
<b>2017 New Group Application†</b>	N	60559913 January 2017	Yes	12/21/2016
<a href="#">Online Account Services User ID Request</a>	E	60266113_V2 November 2014	Yes	11/1/14
<a href="#">Participation and Contribution Attestation</a>	R	60617809 July 2017	Yes	7/1/2017
<b>Participation and Contribution Attestation†</b>	R	60540913 November 2016	No	11/17/16
<a href="#">2018 Plan Add/Change Request</a>	R	60624009 January 2018	Yes	9/18/17
<a href="#">2017 Plan Add/Change Request</a>	R	60613723 July 2017	Yes	7/1/2017
<b>2017 Plan Add/Change Request†</b>	E	60511025 January 2017	Yes	10/14/16
<a href="#">Proprietor/Partner/Corporate Officer Eligibility Statement</a>	N, R	60515308 January 2017	Yes	10/14/16
<b>Renewal Date Change Request†</b>	E	60514921 January 2017	Yes	10/14/16
<b>Special Open Enrollment Request†</b>	E	60514920 January 2017	Yes	10/14/16
<a href="#">Subscriber Termination and Transfer Form</a>	E	60514916 January 2017	Yes	10/14/16