

Documentation to submit based on nature of business

Number of Enrolling Employees	Sole Proprietor	Partnership/Limited Partnership (LP)	Corporations	Limited Liability Company (LLC)
1 to 5	Business license or Fictitious Business Name filing ¹	Partnership Agreement or business license or Fictitious Business Name filing ¹	Articles of Inc. or Statement of Information	Statement of Organization with Operating Agreement
	Owner affidavit	Owner affidavit	Owner affidavit	Owner affidavit
	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees
	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form
	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³
If owners not listed on DE9C: Recent Schedule C ⁴	If owners not listed on DE9C: Recent K-1 ⁴	If owners not listed on DE9C: Recent K-1 or other applicable tax filing document or W-2 ⁴	If owners not listed on DE9C: Recent K-1 ⁴	
6 to 24	Business license or Fictitious Business Name filing ¹	Partnership Agreement or business license or Fictitious Business Name filing ¹	Articles of Inc. or Statement of Information	Statement of Organization with Operating Agreement
	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees
	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form
	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³
	If owners not listed on DE9C: Owner affidavit	If owners not listed on DE9C: Owner affidavit	If owners not listed on DE9C: Owner affidavit Businesses established out of state require a Cert. of Qualification or Statement by Foreign Corporations	If owners not listed on DE9C: Owner Affidavit Businesses established out of state require a Foreign LLC Application for Registration

25+	Business license or Fictitious Business Name filing ¹	Partnership Agreement or business license or Fictitious Business Name filing ¹	Articles of Inc. or Statement of Information	Statement of Organization with Operating Agreement
	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees	Signed enrollment application or Refusal of Coverage for all eligible employees
	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form	First month's payment on company check stock or completed check by fax form
	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³	DE9C ² or 6 weeks of payroll ³
	If owners not listed on DE9C: Owner affidavit	If owners not listed on DE9C: Owner affidavit	If owners not listed on DE9C: Owner affidavit	If owners not listed on DE9C: Owner affidavit

¹ Fictitious Business Name filing is not required when the DBA is printed on the group's business check.

² A copy of the most recent payroll register is required for new employees hired after the DE9C filing.

³ Six weeks of payroll records are required for businesses that have been in business for at least six weeks prior to the requested effective date but not long enough to have a filed DE9C.

⁴ Proof of income for owners is required, such as cancelled draw checks, if tax filings are not available due to length of time in business or a tax filing extension.

Note: Blue Shield's underwriting department may request additional documentation in situations in which an affidavit was submitted but eligibility questions remain. Articles of Incorporation, Statement of Information and Statement by Foreign Corporation must be filed and stamped listing names of all officers/owners.