SMALL GROUP Submission Checklist

BlueCross BlueShield of Texas

Use the following checklist along with the Tips for Submitting New Regulated Small Groups brochure to help you prepare and submit enrollment information for new small groups.

- ❑ Is the business a candidate for small employer group coverage? (two to 50 total eligible employees on payroll)
- ❑ Small Employer Benefit Program Application (BPA) – Must be completed, signed and dated by the employer (get the most current version of the form at **www.bcbstx.com/producer**)
- ❑ Employee Enrollment Applications – Application or declination for each eligible employee is required; employees must complete, sign and date
- ❑ Signed Small Group Proposal – Submit the signature page from the proposal with the group administrator's signature, the date and the plan(s) selected
- ❑ Proof of Wages – Most recent quarterly wage report from the Texas Workforce Commission (TWC) or other examples as listed in the Tips brochure
- ❑ Texas Supplemental Employee Verification Form – Needed for anyone (including new hires) not listed on the proof of wages documentation (i.e., payroll reports, TWC reports, etc.)
- ❑ Proof of Business – Required only if a current quarterly TWC wage report is not available; see the Tips brochure for examples
- ❑ Medicare Secondary Payer Form (included with employer application) – Must be completed, signed and dated by the employer
- ❑ Ensure That the Group Meets the 75 Percent Participation Requirement – Indicate employees who are part-time, seasonal or terminated
- ❑ Proxy Form (included with employer application)
- ❑ Premium Payment Check

Send paperwork to:
Blue Cross and Blue Shield of Texas
Small Business Service Center
1001 E. Lookout Dr.
Building B, 12th Floor
Richardson, TX 75082

Questions?
Call 800-399-5831

Online Resource:
www.bcbstx.com/producer