

# SMALL GROUP Submission Checklist



**BlueCross BlueShield of Texas**

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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 Group Employer Application (SGEA)** – Must be completed, signed and dated by the employer (get the most current version of the form at [www.bcbstx.com/producer](http://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](http://www.bcbstx.com/producer)