

# Small group eligibility guide

The purpose of this tool is to help verify that your client's small business qualifies for small group coverage, as defined under California small group law.<sup>1</sup>

For all groups with 1-5 subscribers, you'll need to provide a DE 9C or, for new companies, a payroll report. For other groups, we'll validate your business on local websites, such as the Secretary of State or other business license databases. In the event there are questions (such as unable to locate your group or your business reflects an invalid status), we'll request documentation, based on the type of business.

**Note:** Sole proprietors and partners are ineligible to enroll without a W-2 employee. A W-2 employee doesn't include a sole proprietor owner, partners, their spouse, or legal domestic partner.

A DE 9C and/or payroll are required for groups with 1-5 subscribers. If your company is subject to a front-end audit, you agree to provide all documents necessary to validate group and employee eligibility.

**Note:** Groups with enrolling non-emancipated minors are required to submit a Kaiser Permanente Payroll Attestation form.

TYPE OF BUSINESS	REQUIRED TO VALIDATE BUSINESS
<b>Sole Proprietorship</b>	Business License <b>OR</b> Fictitious business name filing
<b>Qualified Joint Venture</b>	Business License <b>OR</b> Fictitious business name filing
<b>Corporation</b>	Web confirmation <sup>2</sup> (If status is something other than active or suspended, submit proof that you have cleared the status.)
<b>Corporation – (Foreign)</b>	Web confirmation <sup>2,3</sup> (If status is something other than active or suspended, submit proof that you have cleared the status.)
<b>Partnership</b>	Business License <b>OR</b> Fictitious business name filing <b>OR</b> Statement of Partnership Authority (filed)
<b>Limited Partnership (LP)</b>	Web confirmation (If status is something other than active or suspended, submit proof that you have cleared the status.)
<b>Limited Partnership (LP) – (Foreign)</b>	Web confirmation with jurisdiction <sup>4</sup> (If status is something other than active or suspended, submit proof that you have cleared the status.)

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TYPE OF BUSINESS	REQUIRED TO VALIDATE BUSINESS
Limited Liability Partnership (LLP)	Business License <b>OR</b> Fictitious business name filing <b>OR</b> State-certified application to register an LLP
Limited Liability Partnership (LLP) – (Foreign)	LLP-1 Registration Form & Certificate of Good Standing <b>OR</b> Certificate of Qualification
Limited Liability Company (LLC)	Web confirmation <sup>5</sup> (If status is something other than active or suspended, submit proof that you have cleared the status.)
Church	Web confirmation (nonprofit) (If status is something other than active or suspended, submit proof that you have cleared the status.) <b>OR</b> IRS letter 501c3 <b>OR</b> Application for Recognition of Exemption (Form 1023)
Nonprofit	Web confirmation (nonprofit) (If status is something other than active or suspended, submit proof that you have cleared the status.) <b>OR</b> IRS letter 501c3 <b>OR</b> IRS application for exempt status
National Bank Charter and Federal Credit Union	Web confirmation <sup>6</sup> (If status is something other than active or suspended, submit proof that you have cleared the status.)

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1. California Small Group legal requirements include the California Small Group Reform Act of 1992 (AB 1672), as amended by AB 1083, set forth in the California Health and Safety Code starting with Section 1357. 2. From California Secretary of State Business website. 3. If the CA SOS web confirmation is unavailable, provide web confirmation with jurisdiction from the home state, or Statement and Designation by Foreign Corporation (filed) and Certificate of Good Standing, or Certificate of Qualification. 4. If the web confirmation hasn't been received, these documents may be submitted instead – Registration Form #LP-5 Application for Registration and Certificate of Good Standing. 5. If Foreign LLC and the CA SOS web confirmation is unavailable, provide web confirmation with jurisdiction from the home state, or Registration Form #LLC-5 and Certificate of Good Standing. 6. From the Federal Deposit Insurance Corporation website for National Bank Charters and the National Credit Union Administration website for Federal Credit Unions.