

## Forms validation matrix

**Help avoid processing delays by using the most current forms. Forms not listed on this matrix are outdated and won't be accepted for processing.**

Project tracking number can be located on the lower left-hand corner of the last page of the form document.

Online forms: <https://business.kaiserpermanente.org/business/forms-and-documents>

Form name	Version	Project #
Broker of Record Authorization (Existing Groups)	Oct 2025	1763590139
Census, Broker	Jan 2022	771851127
Census, Employer†	Jan 2017	60515208
Change of Ownership Subscriber Transfer†	Jul 2022	840503558
Contact Change Request	Oct 2025	1763596075
Customer Name or Address Change Request	Sept 2024	1491299120
Declination of Coverage (Employer Attestation)	Aug 2025	1714285201
Declination of Coverage - Chinese	Aug 2025	1714285201_CH
Declination of Coverage - Spanish	Aug 2025	1714285201_SP
Declination of Coverage - Vietnamese	Aug 2025	1714285201_VN
Electronic Transfer for Payment	Sept 2024	1495971095
Employee Dependent Change	Oct 2025	1725574043
Employee Dependent Change - Chinese	Oct 2025	1725574043_CH
Employee Dependent Change - Spanish	Oct 2025	1725574043_SP
Employee Dependent Change - Vietnamese	Oct 2025	1725574043_VN
Employee Enrollment	Jul 2025	1687398385
Employee Enrollment - Chinese	Jul 2025	1687398385_CH
Employee Enrollment - Spanish	Jul 2025	1687398385_SP
Employee Enrollment - Vietnamese	Jul 2025	1687398385_VN
Employer Application - 2026*	Jan 2026	1642718865
Employer Application – 2025*	Jan 2025	1319729297
Federal COBRA & Cal-COBRA Status Change	Feb 2025	1593553463
Fertility Coverage Attestation	Jan 2026	1803689908
Grandfathered Group Fertility Coverage Acknowledgement/Authorization	Dec 2025	1804925362
Grandfathered (Nonmetal) Health Plan(s) Status†	Jan 2020	380765396
Group Termination Request†	Oct 2025	1781629914
New Employee Eligibility	Jul 2020	488012023
Participation and Contribution Attestation	Jan 2020	380762202
Plan Add/Change Request - 2026	Jan 2026	1698551159
Plan Add/Change Request - 2025	Jan 2025	1497237526
Primary Administrator Online Access	Jan 2020	422507680
Renewal Date Change Request (Existing Groups)†	Sept 2024	1495972728

Renewal Date Change Request (New Groups)†	Jul 2022	870373654
Special Open Enrollment Request†	Jul 2021	616051370
Subscriber Termination, Transfer, and Reinstatement	Oct 2025	1763605041
Waiver of Coverage	Aug 2025	1727332884
Waiver of Coverage - Chinese	Aug 2025	1727332884_CH
Waiver of Coverage - Spanish	Aug 2025	1727332884_SP
Waiver of Coverage - Vietnamese	Aug 2025	1727332884_VN

† Not accessible on business.kp.org. Contact our Account Management Support Team at **800-790-4661, option 3** for consultation.

\* Select the correct Employer Application for the correct plan year.

- 2025 Employer Application is valid through the **December 2025 effective date**.
- 2026 Employer Application is not valid until the **January effective date**.