

SMALL GROUP | WASHINGTON

Enrollment checklist

The Kaiser Permanente small group enrollment kit makes it easy for you to review our range of small group health plans and choose one with the right blend of provider choice, benefit coverage, and cost.

Once you've selected a plan, this enrollment checklist will help you keep track of everything you need to submit to start coverage.

Required to Submit

- Completed and signed master application**
- Completed enrollment forms** for each employee electing coverage
OR **completed electronic census**
- Enrollment forms for former employees** who are eligible for COBRA

Required to Keep on File

- A current copy of employer's **Washington state business license**
- Waiver form** for each eligible employee declining coverage

Kaiser Permanente Washington reserves the right to inspect the records and the group in order to verify the eligibility of employees and their dependents. Copies of the quarterly employee wage report and appropriate employer tax documentation may be required for any group at the discretion of Kaiser Permanente Washington. The employer group will maintain enrollment/waiver records for the purpose of regulatory state audits.

If you have questions or would like a quote, call Kaiser Permanente Washington Small Group Sales at **1-800-542-6312, option 3**.

We look forward to serving your organization's coverage and care needs.

All plans offered and underwritten by Kaiser Foundation Health Plan of Washington or Kaiser Foundation Health Plan of Washington Options, Inc.

kp.org/wa/smallgroup

