

Documentation to submit, based on nature of business

Number of Enrolling Employees	Sole Proprietor	Partnership/ Limited Partnership (LP)	Corporations	Limited Liability Company (LLC)
Owners Only	Business license or Fictitious Business Name Filing Owner Affidavit Signed Enrollment Application or Refusal of Coverage Binder check on company check stock Recent Schedule C ¹	Partnership Agreement or Business License or Fictitious Business Name Filing Owner Affidavit Signed Enrollment Application or Refusal of Coverage Binder check on company check stock Recent K-1 ¹	Articles of Inc. or Statement of Information Owner Affidavit Signed Enrollment Application or Refusal of Coverage Binder check on company check stock Recent K-1 or other applicable tax filing document or W-2 ¹ Businesses established out of state require a Cert. of Qualification or Statement by Foreign Corporations	Statement of Organization with Operating Agreement Owner Affidavit Signed Enrollment Application or Refusal of Coverage Binder check on company check stock Recent K-1 ¹ Businesses established out of state require a Foreign LLC Application for Registration
2 to 5	Business license or Fictitious Business Name Filing Owner Affidavit Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Recent Schedule C ¹	Partnership Agreement or Business License or Fictitious Business Name Filing Owner Affidavit Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Recent K-1 ¹ <ul style="list-style-type: none">••	Articles of Inc. or Statement of Information Owner Affidavit Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Recent K-1 or other applicable tax filing document or W-2 ¹ Businesses established out of state require a Cert. of Qualification or Statement by Foreign Corporations	Statement of Organization with Operating Agreement Owner Affidavit Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Recent K-1 ¹ Businesses established out of state require a Foreign LLC Application for Registration

	Business License or Fictitious Business Name Filing	Partnership Agreement or Business License or Fictitious Business Name Filing	Articles of Inc. or Statement of Information	Statement of Organization with Operating Agreement
6 to 24	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit Businesses established out of state require a Cert. of Qualification or Statement by Foreign Corporations	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit Businesses established out of state require a Foreign LLC Application for Registration
25+	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit	Signed Enrollment Application or Refusal of Coverage for all eligible employees Binder check on company check stock DE-6 ² or 6 weeks of payroll ³ If owners not listed on DE-6: Owner Affidavit

¹ Proof of income for owners is required, such as cancelled draw checks, if tax filings are not available due to length of time in business or a tax filing extension.

² A copy of the most recent payroll register is required for new employees hired after the DE6 filing.

³ Six weeks of payroll records are required for businesses that have been in business for at least six weeks prior to the requested effective date but not long enough to have a filed DE6. Payroll records must be for at least two eligible employees.

Note: Blue Shield's underwriting department may request additional documentation in situations where an affidavit was submitted but eligibility questions remain. Articles of Inc., Statement of Information, and Statement by Foreign Corporation, must be filed and stamped listing names of all officers/owners.