



EMPLOYER ELIGIBILITY REQUIREMENTS

UNDERWRITING REQUIREMENTS

NUMBER OF ELIGIBLE EMPLOYEES (GROUP SIZE)			
REQUIRED INFORMATION	<3	4 – 50	>51
WAGE & TAX FORM	YES	YES	NO
PREMIUM STATEMENT	NO	YES	NO
INDUSTRY TYPE	YES	YES	YES
MEDICAL QUESTIONNAIRE	YES	YES	NO
CLAIM EXPERIENCE	NO	NO	YES
MULTIPLE CARRIER OFFERING	NO	NO	YES
PARTICIPATION LEVEL	100%	75%	75%
ELIGIBILITY REQUIREMENTS	30 HRS.	30 HRS.	30 HRS.
NEW HIRE WAITING PERIOD (MINIMUM)	30 DAYS	30 DAYS	30 DAYS
YEARS IN BUSINESS	1 YR.	1 YR.	1 YR.
MINIMUM EMPLOYER CONTRIBUTION	50% S	50% S	50% S

* YES, IF HPS IS REPLACING PRIOR COVERAGE.

ELIGIBILITY REQUIREMENTS

All businesses must have at least two or more full-time employees, and must be able to corroborate that with the following documentation: Most recent Quarterly Wage & Tax Statement (DOL-4) **or** if business is not required to file a Wage & Tax, HPS needs one of the following to prepare a quote.

- “C” Corporation: Articles of Incorporation, Form 1120 (line 13 is wages) and payroll.
- “S” Corporation: Articles of Incorporation, Form 1120S (line 8 is wages) and Payroll (Only shareholders of an S Corporation may collect dividends as all or part of their wages.)
- Partnership: Partnership Agreement, Form 1065 (line 9 is wages) and payroll (Only the Partners of a Partnership can take a draw from the Company and still be considered an eligible employee.)
- Sole Proprietorship: Form 1040/Schedule C (line 26 is wages) and payroll (Only the owner of a Sole Proprietorship can take a draw from the Company and still be considered an eligible employee.)
- Limited Liability: LLC agreement. Some states allow filing as a C Corporation or a Partnership (see above for appropriate documentation.)
- Church: form 941 (line 2 is wages) and payroll.

Note: The above noted alternatives to the Quarterly Wage and Tax will not be available until the end of the calendar year.

The wages on the payroll must equal at least minimum wage, based on full time employment status.

UNDERWRITING RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION WHEN DISCREPANCIES ARISE.