(DO NOT STAPLE)

# Employer Application for Small Business

## Indiana

To avoid processing delays, please make sure you:
1 Answer all questions completely and accurately.
2 Complete and submit the product and benefit selection form, if applicable.
3 Submit the most recent billing statement listing those currently insured and current status.
4 Submit most recent wage and tax information.
5 Include a deposit check for any required premiums.
6 **DO NOT CANCEL YOUR EXISTING COVERAGE UNTIL YOU RECEIVE WRITTEN NOTIFICATION OF APPROVAL.**

Requested Effective Date

## General Information

Group's Legal Name

Group Name to appear on ID card (maximum 30 characters)

| Street Address | Tax ID |
|---|---|

| City | State | ZIP Code | Names of Owners/Partners (If applicable) | Internet Access? ☐ Yes ☐ No |
|---|---|---|---|---|
| Contact Person | Email Address | | | # of Years in business |

| Billing address (If Different) | Telephone | Fax |
|---|---|---|

| Multi-location Group* ☐ Yes ☐ No | # Locations | Address(es) (or list on additional sheet of paper) |
|---|---|---|

*If the majority of your employees are not located in your state of application, UnitedHealthcare policies and/or state law may require that your policy be written out of a different state and/or that your benefit plans vary.

| Organization Type ☐ Partnership ☐ C-Corp ☐ S-Corp ☐ LLC ☐ LLP ☐ Sole proprietor ☐ Other _____ | Medical Benefit Plan Option ☐ Calendar Year ☐ Policy Year | Domestic Partner Coverage ☐ Yes ☐ No Same sex ☐ Yes ☐ No Opposite sex ☐ Yes ☐ No |
|---|---|---|
| Did you have any employees other than yourself and your spouse during the preceding calendar year? ☐ Yes ☐ No | | |
| Did you have at least one non-spouse common-law employee during the prior calendar year? ☐ Yes ☐ No | | |

| Waiting Period for new hires (Waiting period for medical coverage cannot exceed 90 days) | Waiting Period waived for initial enrollees ☐ Yes ☐ No | Waiting Period for Rehires: ☐ Yes ☐ No If yes, waived if rehired within _____months. |
|---|---|---|
| ☐ 1st of Policy Month following date of hire<br>☐ 1st of Policy Month following ___ ☐ Months ☐ Days of employment<br>☐ Date of Hire (no waiting period)<br>☐ ___ ☐ months ☐ days of employment following Date of Hire | | |

| Classes Excluded: ☐ None ☐ Union ☐ Hourly ☐ Non-Management ☐ Salary | Nature of Business | Industry (SIC) Code |
|---|---|---|

| Have Workers' Comp? ☐ Yes ☐ No | Workers' Comp Carrier Name | Names of Owners/Partners not covered by Workers' Comp: |
|---|---|---|

Names of Persons currently on COBRA, and/or Short/Long Term disability: ☐ See Attached List ☐ None

| Participation | | # Employees Applying for: | | # Employees Waiving for: | | Contribution | Employer % | Employer % for Dep |
|---|---|---|---|---|---|---|---|---|
| # Eligible Employees | | Medical | | Medical | | Medical | | |
| # Ineligible Employees | | Dental | | Dental | | Dental | | |
| Total # Employees | | Vision | | Vision | | Vision | | |
| # Hours per week to be eligible_____ | | Basic Life/AD&D | | Basic Life/AD&D | | Basic Life/AD&D | | |
| For Disability products the minimum # of work hours per week to be eligible is 30 hours. | | Dep Life | | Dep Life | | Dep Life | | |
| | | Supp Life/AD&D | | Supp Life/AD&D | | Supp Life/AD&D | | |
| | | Supp Dep Life/AD&D | | Supp Dep Life/AD&D | | Supp Dep Life/AD&D | | |
| | | STD | | STD | | STD | | |
| | | LTD | | LTD | | LTD | | |
| | | Other | | Other | | Other | | |

Coverage provided by "UnitedHealthcare and Affiliates":
Medical coverage provided by UnitedHealthcare Insurance Company, All Savers Insurance Company or UnitedHealthcare of Kentucky, Ltd.
Dental coverage provided by UnitedHealthcare Insurance Company
Life, Short-Term Disability (STD) and Long-Term Disability (LTD) Insurance coverage provided by UnitedHealthcare Insurance Company
Vision coverage provided by UnitedHealthcare Insurance Company

Group Name _____

## General Information (continued)

☐ Yes
☐ No

**Subject to ERISA? (Most private sector plans are ERISA plans)**

If No, please indicate appropriate category:

☐ Church (additional information needed) ☐ Federal Government
☐ Indian Tribe – commercial business ☐ Non-Federal Government (state, local or tribal gov.)
☐ Foreign Government/Foreign Embassy ☐ Non-ERISA other

**UnitedHealthcare's Leave of Absence (LOA) policy; eligibility for medical coverage**

If the employee is on an employer approved leave of absence and the employer continues to pay required medical premiums, the coverage will remain in force for: (1) No longer than 13 consecutive weeks for non-medical leaves (i.e. temporarily laid-off). (2) No longer than 26 consecutive weeks for a medical leave. Coverage may be extended for a longer period of time, if required by local, state or federal rules.

If the employee's medical coverage terminates under this LOA policy, the employee may exercise the rights under any applicable Continuation of Medical Coverage provision or Conversion of Medical Benefits provision described in the Certificate of Coverage.

**Do you continue medical coverage during a leave of absence (not including COBRA coverage)?**

___ Yes, we continue medical coverage during an approved leave of absence for full-time employees.

___ No, we do not offer medical coverage during a leave of absence.

## Consumer Driven Health Plan Options

**Health Savings Account** (if selected): Which bank will be used: ☐ OptumBank ☐ Other

**Do you currently offer or intend to offer a Health Reimbursement Account (HRA) plan and/or comprehensive supplemental insurance policy or funding arrangement in addition to this UnitedHealthcare medical plan?**

Answers must be accurate whether purchased from UnitedHealthcare or any other insurer or third party administrator.
HRA ☐ Yes ☐ No

If yes, please identify type: ☐ UnitedHealthcare HRA (any HRA design offered through UnitedHealthcare) ☐ Other Administrator HRA
HRA plans administered by other insurers or third party administrators must comply with UnitedHealthcare HRA design standards.

Comprehensive supplemental insurance policy or funding arrangement ☐ Yes ☐ No

If you answered "Yes" to either question above, you must choose from the list of UnitedHealthcare HRA-eligible medical plans as shown to you by your broker or agent. Other plans are not eligible for pairing with these arrangements. Purchase of such arrangements at any point during the duration of this policy will require you to notify UnitedHealthcare.

**Are you offering employees ICRHA (individual coverage health reimbursement account)? ☐ Yes ☐ No**

## Questions Regarding Group Size

| | |
|---|---|
| ☐ COBRA | Under federal law, if your group had 20 or more employees on your payroll on at least 50% of the group's working days during a calendar year, you must provide employees with COBRA continuation effective January 1 of the next calendar year. |
| ☐ Medicare Primary<br>☐ Plan Primary | Under federal law, if your group had 20 or more employees during 20 or more calendar weeks in the preceding calendar year, the health plan is primary and Medicare is secondary. This statement does not set forth all rules governing group level Medicare status. The group should contact its legal and/or tax advisor(s) for information regarding other rules that may impact the group's Medicare status. Under federal law it is the group's responsibility to accurately determine its Medicare status. |
| Enter the Prior Calendar Year Average Total Number of Employees<br>☐ | Under Health Care Reform law, the number of employees means the average number of employees employed by the company during the preceding calendar year. An employee is typically any person for which the company issues a W-2, regardless of full-time, part-time or seasonal status or whether or not they have medical coverage.<br><br>To calculate the annual average, add all the monthly employee totals together, then divide by the number of months you were in business last year (usually 12 months). When calculating the average, consider all months of the previous calendar year regardless of whether you had coverage with us, had coverage with a previous carrier or were in business but did not offer coverage. Use the number of employees at the end of the month as the "monthly value" to calculate the year average. If you are a newly formed business, calculate your prior year average using only those months that you were in business. Use whole numbers only (no decimals, fractions or ranges). |

Group name _____

## Questions Regarding Group Size (continued)

| | |
|---|---|
| Enter the Prior Calendar Year Total Number of Eligible Employees<br>☐ | For purposes of determining your number of eligible employees, eligible employees are those who are eligible to enroll in any medical plan you offer, even if they aren't eligible to enroll in a UnitedHealthcare plan. Here you may add COBRA and retirees.<br><br>Calculate your number of eligible employees from the preceding calendar year: (1) Count the total number of eligible employees at the end of each month (2) Add all the monthly eligible totals from line (1) and divide by 12. Use whole numbers only (no decimals, fractions or ranges and round down). |
| Enter the Prior Calendar Year Full-Time Equivalent Total Number of Employees<br>☐ | For purposes of determining your number of full-time equivalent employee count, the number of employees means the average number of employees employed full-time (at least 30 hours/week in any given month), by the company on business days during the preceding calendar year.<br><br>In addition to the number of full-time employees noted above, for any month otherwise determined, include for such month the number of full-time employees divided by the aggregate number of hours of service of all employees who are not full-time employees for the month by 120. Employers should exclude employees who were seasonal workers who worked 120 days or fewer in the preceding calendar year. |
| ☐ Yes<br>☐ No | Do you currently utilize the services of a Professional Employer Organization (PEO) or Employee Leasing Company (ELC), Staff Leasing Company, HR Outsourcing Organization (HRO), or Administrative Services Organization (ASO)? |
| ☐ Yes<br>☐ No | Is your group a Professional Employer Organization (PEO) or Employee Leasing Company (ELC), or other such entity that is a co-employer with your client(s) or client-site employee(s)?<br><br>If you answered yes, then by signing this application you agree with the certification in this section.<br><br>I hereby certify that my company is a PEO, ELC or other such entity and that only those employees that are the corporate employees of my company, and not my co-employees, are permitted to enroll in this group policy. If my group at any point after I sign this application determines that the group will provide coverage to the co-employees under the group's plan, I understand that UnitedHealthcare will not cover the co-employees under this group policy. |
| ☐ Yes<br>☐ No | Does your group sponsor a plan that covers employees of more than one employer?<br><br>If you answered yes, then indicate which of the following most closely describes your plan:<br>☐ Professional Employer Organization (PEO) ☐ Governmental<br>☐ Multiple Employer Welfare Arrangement (MEWA) ☐ Church<br>☐ Taft Hartley Union ☐ Employer association |
| ☐ Yes<br>☐ No | Do you have common ownership with any other businesses? If you own multiple companies, or a parent-subsidiary relationship exists between your company and another, this may indicate common ownership of businesses. |

## Current Carrier Information

Does the group currently have any coverage with UnitedHealthcare or has the group had any UnitedHealthcare coverage in the last 12 months?

☐ Yes ☐ No If Yes, please provide policy number_____ and Coverage Begin Date ___/___/___ End Date___/___/___

Has this group been covered for major dental services for the previous 12 consecutive months? ☐ Yes ☐ No

| | | Name of Carrier | Initial Coverage Begin Date | Coverage End Date |
|---|---|---|---|---|
| Current Medical Carrier | ☐ None | | | |
| Current Dental Carrier | ☐ None | | | |
| Current Life Carrier | ☐ None | | | |
| Current Disability Carrier | ☐ None | | | |
| Current Vision Carrier | ☐ None | | | |

Group Name _____

## Important Information

I understand that the Certificate of Coverage or Summary Plan Description, and other documents, notices and communications regarding the coverage indicated on this application may be transmitted electronically to me and to the group's employees. This consent remains in effect until it is withdrawn. The group may withdraw their consent at any time or request a document in a paper or non-electronic form.

I represent that, to the best of my knowledge, the information I have provided in this application – including information regarding qualified beneficiaries and dependents who have elected continuation under COBRA – is accurate and truthful. I understand that UnitedHealthcare and Affiliates will rely on the information I provide in determining eligibility for coverage, setting premium rates, and other purposes, and that any intentional misrepresentation, fraudulent statement, or omission that constitutes fraud may result in rescission of the group policy, termination of coverage, increase in premiums retroactive to the policy date, or other consequences as permitted by law.

Any person who knowingly or willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly or willfully presents false information, or conceals information for the purpose of misleading, in an application for insurance is guilty of a crime and maybe subject to fines and confinement in prison.

In some instances, we pay brokers and agents (referred to collectively as "producers") compensation for their services in connection with the sale of our products, in compliance with applicable law. In certain states, we may pay "base commissions" based on factors such as product type, amount of premium, group/company size and number of employees. These commissions, if applicable, are reflected in the premium rate. In addition, we may pay bonuses pursuant to programs established to encourage the introduction of new products and provide incentives to achieve production targets, persistency levels, growth goals or other objectives. Bonus expenses are not directly reflected in the premium rate but are included as part of the general administrative expenses. Please note we also make payments from time to time to producers for services other than those relating to the sale of policies (for example, compensation for services as a general agentor as a consultant).

Producer compensation may be subject to disclosure on Schedule A of the ERISA Form 5500 for customers governed by ERISA. We provide Schedule A reports to our customers as required by applicable federal law. For specific information about the compensation payable with respect to your particular policy, please contact your producer.

## Signature

| Group Authorized Signature | Title | Date |
|---|---|---|
| | | |

## Producer Information (if applicable)

| Writing Producer Name | Writing Producer SSN | | Is the Producer appointed with UHC? ☐ Yes ☐ No |
|---|---|---|---|
| All Payments to: | CRID Code (for internal use) | Tax ID | If more than 1 Producer*, Split _____% |

| Street Address | City | State | ZIP Code |
|---|---|---|---|
| | | | |

| Producer Phone # | Producer Email Address | Producer Fax Number |
|---|---|---|
| | | |

| The contents of this application were fully explained during a meeting with the group submitting this application. Coverage, eligibility, pre-existing condition limitations, the effect of misrepresentations, and termination provisions were discussed. | **Producer Signature** | **Date** |
|---|---|---|
| | | |

*If more than one Producer, provide the second Producer's information on an additional sheet of paper.

## UnitedHealthcare Sales Representative/Account Executive

Sales Representative Or Account Executive (First & Last Name)

## General Agent Information (if applicable)

| General Agent | Phone # | Franchise Code | |
|---|---|---|---|
| Street Address | City | State | ZIP Code |
| | | | |