

# SMALL GROUP ENROLLMENT CHECKLIST

## FLORIDA BLUE

### Employer

- [Florida Blue Small Group Employer Application](#). Indicate plan selections, including ancillary and supplemental coverage.
- [Small Group Employer Eligibility Worksheet](#). Completed and signed.
- Most recent RT-6 or 2 weeks of consecutive payroll records.
  - ✓ If this information is not available, please contact your Amwins Sales team.
  - ✓ Groups with 16+ enrolled are NOT required to submit RT-6 or payroll records.
- ACH Form. The initial binder is required to be drafted via EFT. Before any funds are drafted, the group will receive a copy of the final rates and the binder total via email from Florida Blue.
  - ✓ A live check cannot be accepted
  - ✓ The initial transaction does not set the group up for ongoing auto draft with Florida Blue.
- Copy of Sold Proposal.

### Additional Forms, if Applicable

- [COBRA Admin Waiver Form](#). Complete if Florida Blue will not administer COBRA
- [Common Ownership Form](#). Required when more than one company is eligible to be included as part of a consolidated federal tax return (even if not filing a consolidated federal tax return) or when part of a controlled group.
- Prior PEO Group Payroll Roster.
- Late Submission Acknowledgement. Required for groups submitted after the 20<sup>th</sup> of the month.

### Employee

- Employee Enrollment: Complete either of the following
  - [Employee Applications](#). This can be completed for employees waiving coverage well.
  - [Completed Employment Spreadsheet](#).

Note: Underwriting may request additional items as deemed necessary to validate & approve the case.

Please call your Amwins Connect Sales Team for more information: 866.570.5474 or  
Securely upload your case submission at <https://www.amwinsconnect.com/online-case-status>