

# Covered California for Small Business Change Request Form for Employers 2018



FOR SMALL  
BUSINESS

Check here if changes are to be effective at renewal.

**Fax completed form to** (949) 809-3264 or  
**mail to Covered California at** P.O. Box 7010, Newport Beach, CA 92658  
**For assistance call** (855) 777-6782

## EMPLOYER INFORMATION

Please list the name and Federal Employer Identification Number you originally applied for Covered California coverage under so that we may locate the correct company record. If the name of your company has changed, list your new company name under "Updated Business Information" below.

Employer name	Federal Employer Identification Number (FEIN)
Employer phone number ( ) -	Covered California for Small Business (CCSB) Case ID #

## REASON FOR CHANGE (CHECK ALL THAT APPLY)

EFFECTIVE DATE  
MM/DD/YYYY

<input type="checkbox"/> CHANGE IN BUSINESS OWNERSHIP	INDICATE DATE CHANGE OF OWNERSHIP EFFECTIVE	
<input type="checkbox"/> CHANGE OF ADDRESS OR OTHER INFORMATION FOR BUSINESS	INDICATE DATE CHANGE OF INFORMATION EFFECTIVE	
<input type="checkbox"/> EMPLOYEES TO BE TERMINATED	INDICATE EFFECTIVE DATE OF TERMINATION	
<input type="checkbox"/> CHANGE OF PLAN LEVEL (METAL TIER)		CHANGE WILL BE EFFECTIVE AT RENEWAL
<input type="checkbox"/> CHANGE OF PREMIUM CONTRIBUTION AMOUNT		CHANGE WILL BE EFFECTIVE AT RENEWAL
<input type="checkbox"/> CHANGE OF REFERENCE PLAN		CHANGE WILL BE EFFECTIVE AT RENEWAL
<input type="checkbox"/> ELECTING EMPLOYEE ONLY COVERAGE		CHANGE WILL BE EFFECTIVE AT RENEWAL
<input type="checkbox"/> ADDING DEPENDENT COVERAGE		CHANGE WILL BE EFFECTIVE AT RENEWAL
<input type="checkbox"/> CHANGE OF INFERTILITY OFFER		CHANGE WILL BE EFFECTIVE AT RENEWAL
<input type="checkbox"/> OTHER (PLEASE DESCRIBE)		

## UPDATED BUSINESS INFORMATION (IF APPLICABLE)

1. NEW Business Legal Name		2. NEW Federal Employer Identification Number (FEIN)	
3. NEW Doing Business As (DBA)		4. NEW State Employer Identification Number (SEIN)	
5. Change in total number of full-time equivalent employees on payroll from previous year	6. Change in total number of eligible employees from previous year	OLD	NEW

### CHANGE IN OWNERSHIP You must provide the following documents

<input type="checkbox"/> Sole Proprietor	Local business license or Fictitious Business Name Filing <b>AND</b> DE-9C or Payroll records for 30 days
<input type="checkbox"/> Corporation	Articles of Incorporation (filed and stamped) <b>AND</b> DE-9C or Payroll records for 30 days <b>AND</b> Statement of Information (if officers are offered coverage and not listed on DE-9C) or Corporate Meeting minutes listing all officers names
<input type="checkbox"/> Partnership	Partnership Agreement <b>AND</b> Federal Tax ID Appointment letter <b>AND</b> DE-9C or Payroll records for 30 days
<input type="checkbox"/> Limited Partnership (LI)	Partnership Agreement <b>AND</b> Federal Tax ID Appointment letter <b>AND</b> DE-9C or Payroll records for 30 days
<input type="checkbox"/> Limited Liability Partnership (LLP)	Partnership Agreement or Federal Tax ID Appointment <b>AND</b> DE-9C or Payroll records for 30 days
<input type="checkbox"/> Limited Liability Company (LLC)	Articles of Organization Operating Agreement or Statement of Information <b>AND</b> DE-9C or Payroll records for 30 days

**NEED HELP WITH THIS FORM?** Contact your Covered California Certified Insurance Agent with questions, visit [CoveredCA.com](http://CoveredCA.com) or call us at (855) 777-6782. Para obtener una copia de este formulario en Español, llame (855) 777-6782.

continued next page ➔

Employer name

CCSB Case ID#

## PLEASE COMPLETE ONLY THE INFORMATION THAT HAS CHANGED

### Primary Contact (official communications will be addressed to the primary contact)

1. First name, Last name, &amp; Suffix

2. Phone number  
( ) -

3. Email address (OPTIONAL)

4. What is the preferred method of communication?  
 Mail  Email  Phone

5. Preferred spoken or written language (OPTIONAL—if not English)

### Authorized Representative (if you want to name someone as your authorized representative — OPTIONAL)

6. First name, Last name, &amp; Suffix

7. Phone number  
( ) -

8. Email address (OPTIONAL)

### Company Addresses

9. California business address - street address 1 (must be a California street address)

10. Street address 2

11. City

12. State

13. ZIP code

14. County

15. Is your mailing address the same as your California business address?  Yes  No16. Is your billing address the same as your California business address?  Yes  No

17. Mailing address

18. City

19. State

20. ZIP code

21. County

22. Billing address

23. City

24. State

25. ZIP code

26. County

## LIST ANY EMPLOYEES YOU ARE TERMINATING FROM COVERAGE AND INDICATE REASON

**EMPLOYEE INFORMATION CHANGES:** To *change* employee information or coverage such as adding a dependent or changing a home address, please attach a completed Change Request Form for Employees.

EMPLOYEE LAST NAME	FIRST NAME	MI	SSN / TAX ID #
REASON <input type="checkbox"/> Voluntary Withdrawal <input type="checkbox"/> Reduction of Hours	<input type="checkbox"/> Too Expensive <input type="checkbox"/> Termination with cause	<input type="checkbox"/> Death <input type="checkbox"/> Separation/Divorce	LAST DAY OF COVERAGE
EMPLOYEE LAST NAME	FIRST NAME	MI	SSN / TAX ID #
REASON <input type="checkbox"/> Voluntary Withdrawal <input type="checkbox"/> Reduction of Hours	<input type="checkbox"/> Too Expensive <input type="checkbox"/> Termination with cause	<input type="checkbox"/> Death <input type="checkbox"/> Separation/Divorce	LAST DAY OF COVERAGE
EMPLOYEE LAST NAME	FIRST NAME	MI	SSN / TAX ID #
REASON <input type="checkbox"/> Voluntary Withdrawal <input type="checkbox"/> Reduction of Hours	<input type="checkbox"/> Too Expensive <input type="checkbox"/> Termination with cause	<input type="checkbox"/> Death <input type="checkbox"/> Separation/Divorce	LAST DAY OF COVERAGE
EMPLOYEE LAST NAME	FIRST NAME	MI	SSN / TAX ID #
REASON <input type="checkbox"/> Voluntary Withdrawal <input type="checkbox"/> Reduction of Hours	<input type="checkbox"/> Too Expensive <input type="checkbox"/> Termination with cause	<input type="checkbox"/> Death <input type="checkbox"/> Separation/Divorce	LAST DAY OF COVERAGE
EMPLOYEE LAST NAME	FIRST NAME	MI	SSN / TAX ID #
REASON <input type="checkbox"/> Voluntary Withdrawal <input type="checkbox"/> Reduction of Hours	<input type="checkbox"/> Too Expensive <input type="checkbox"/> Termination with cause	<input type="checkbox"/> Death <input type="checkbox"/> Separation/Divorce	LAST DAY OF COVERAGE



**NEED HELP WITH THIS FORM?** Contact your Covered California Certified Insurance Agent with questions, visit **CoveredCA.com** or call us at (855) 777-6782. Para obtener una copia de este formulario en Español, llame (855) 777-6782.

continued next page

## CHANGE PLAN LEVELS OFFERED TO YOUR EMPLOYEES (IF APPLICABLE)

**PLEASE NOTE:** Plan levels may be changed only at renewal.

<b>CURRENT Plan Level</b>	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold	<input type="checkbox"/> Platinum
<b>NEW Plan Level</b>	<input type="checkbox"/> Bronze	<input type="checkbox"/> Silver	<input type="checkbox"/> Gold	<input type="checkbox"/> Platinum

**Dual Tier Choice:** You may offer your employees the option to select from adjoining plan levels as indicated below:

<b>Dual Tier Plan Level</b>	<input type="checkbox"/> Bronze + Silver	<input type="checkbox"/> Silver + Gold	<input type="checkbox"/> Gold + Platinum
-----------------------------	--	--	--

## CHANGE YOUR REFERENCE PLAN (IF APPLICABLE)

**PLEASE NOTE:** Reference Plans may be changed only at renewal.

<b>CURRENT Reference Plan</b>	Health Carrier	<input style="width:95%;" type="text"/>
	Plan Name	<input style="width:95%;" type="text"/>
	Plan Level	<input style="width:95%;" type="text"/>
<b>NEW Reference Plan</b>	Health Carrier	<input style="width:95%;" type="text"/>
	Plan Name	<input style="width:95%;" type="text"/>
	Plan Level	<input style="width:95%;" type="text"/>

## CHANGE YOUR PREMIUM CONTRIBUTION (IF APPLICABLE)

**PLEASE NOTE:** Premium contributions may be changed only at renewal.

<b>CURRENT Contribution Level</b>	Employee premium	_____ % (50% minimum)	
	Dependent premium	_____ % (optional, enter "0" if no contribution)	
<b>NEW Contribution Level</b>	Employee premium	_____ % (50% minimum)	
	Dependent premium	_____ % (optional, enter "0" if no contribution)	

## INFERTILITY

Do you want to offer plans that include infertility coverage?  Yes  No

**Employers with 20 or more FTE's:**

- Employers with 20 or more full-time equivalent (FTE) employees who choose to offer Infertility benefits to their employees, all products shall include Infertility benefits.
- Employers with 20 or more FTE employees who choose to not offer Infertility benefits to their employees, all products shall not include Infertility benefits.

**Employers with less than 20 FTE's:**

- Employers with less than 20 FTE employees have the option to include Infertility benefits only on Non-HMO plans.

If Employer chooses to offer Infertility benefits, the following applies:

- Employees selecting an HMO product cannot select a plan with Infertility benefits.
- Employees selecting either a PPO or EPO product must select a plan with Infertility benefits.

If Employer chooses to not offer Infertility benefits, the following applies:

- Employees electing an HMO product cannot select a plan with Infertility benefits.
- Employees electing either a PPO or EPO product cannot select a plan with Infertility benefits.

## CERTIFIED INSURANCE AGENT INFORMATION

Please tell us the Certified Insurance Agent who assisted you with your Covered California for Small Business health coverage.

Certified Insurance Agent Name	Email	Phone Number
--------------------------------	-------	--------------

I did not receive assistance from a Certified Insurance Agent.

**?** **NEED HELP WITH THIS FORM?** Contact your Covered California Certified Insurance Agent with questions, visit **CoveredCA.com** or call us at **(855) 777-6782**. Para obtener una copia de este formulario en Español, llame **(855) 777-6782**.

**ATTESTATION, ARBITRATION – read, complete & sign.****To participate in Covered California for Small Business, you must attest to the following:**

- A.) I understand that the information I provided on this form will only be used to determine eligibility for and to facilitate enrollment in health coverage and will be kept private as required by federal and state law.
- B.) My waiting period is in compliance with 42 U.S.C. § 300gg-7, Section 10198.7(c) of the California Insurance Code, as amended by Statutes 2013-2014, 1st Ex. Sess., ch. 1, § 7 and Section 1357.51(c) of the California Health and Safety Code, as amended by Statutes 2013-2014, 1st Ex. Sess., ch. 2, § 2, and all of my qualified employees have complied with the waiting period;
- C.) If my employee roster is included, I have consent from everyone I have listed on this application to include their personally identifiable information, including but not limited to dates of birth, Social Security or tax identification numbers, addresses, and phone numbers.
- D.) I know that under federal law, discrimination is not permitted on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, disability, religion, marital status or veteran status.
- E.) I know that CCSB will not consider my group coverage approved until CCSB has received 85 percent of the first month's premium payment.
- F.) I know that I must continue to make the required premium payments to continue to be an eligible employer in CCSB.
- G.) I know that I must inform all eligible employees of the availability of coverage and that those not electing coverage must wait one year or experience a qualifying event to obtain coverage through my group plan if they later decide they would like to have coverage.
- H.) I understand that once coverage is approved by CCSB, changes to the coverage cannot be implemented after my effective date until my next annual election of coverage period, except to the extent the qualified employer exercises the right to change coverage with the same issuer within the first 30 days of the effective date of coverage pursuant to Health and Safety Code 1357.504 (c) and the Insurance Code Section 10753.06.5 (c).
- I.) I understand that health insurance coverage through the CCSB is subject to the applicable terms and conditions of the QHP issuer contract or policy and applicable state law, which will determine the procedures, exclusions and limitations relating to the coverage and will govern in the event of any conflict with CCSB or QHP issuer benefits comparison, summary or other description of coverage.
- J.) I understand that once membership information is transmitted to the selected health plan issuers, group coverage effective dates cannot be changed nor can coverage be terminated until after the first month of coverage.
- K.) I understand that the attestations in this section are subject to audit by CCSB at any time.
- L.) I understand that the attestations in this section must be maintained in order for my group to continue coverage through CCSB.
- M.) I certify that the total number of Full-Time Equivalent (FTE) employees that I have provided in box 7, page 2 of this application is true and correct to the best of my knowledge.

I have read and attest to the foregoing requirements for participation in CCSB.


**Binding Arbitration Agreement:**

I understand that, if I select a Health Plan that uses mandatory binding arbitration to resolve disputes, I am agreeing to arbitrate claims that relate to my or a dependent's membership in the Health Plan (except for Small Claims Court cases and claims that cannot be subject to binding arbitration under governing law). I understand that any dispute between myself, my heirs, relatives, or other associated parties on the one hand and the Health Plan, any contracted health care providers, administrators, or other associated parties on the other hand for alleged violation of any duty arising out of or related to membership in the Health Plan, including , for premises liability, relating to the coverage for, or delivery of, services or items, or, if I select a Kaiser Permanente Health Plan, including any claim for medical or hospital malpractice (a claim that medical services were unnecessary or unauthorized or were improperly, negligently, or incompetently rendered), irrespective of legal theory, must be decided by binding arbitration under California law and not by lawsuit or resort to court process, except as applicable law provides for judicial review of arbitration proceedings. I agree to give up our right to a jury trial and accept the use of binding arbitration. I understand that the full arbitration provision is in the Health Plan's coverage document, which is available for my review.

I have read and agree to the Binding Arbitration Agreement

**SIGN THE FORM AND SEND TO COVERED CALIFORNIA**

Signature of Business Owner/Authorized Company Officer	Title
Print Name	Date

 **NEED HELP WITH THIS FORM?** Contact your Covered California Certified Insurance Agent with questions, visit **CoveredCA.com** or call us at (855) 777-6782. Para obtener una copia de este formulario en Español, llame (855) 777-6782.