

REQUIRED DOCUMENTATION
ALL RENEWALS & NEW SUBMISSIONS DUE BY THE 15TH OF THE MONTH PRIOR TO THE EFFECTIVE DATE WITH ALL SUPPORTING DOCUMENTS

- PREMIUM CHECKS FOR NEW EMPLOYER GROUPS MUST BE ON A **COMPANY CHECK** PAYABLE TO NMHIA
- PREMIUM CHECKS FOR INDIVIDUAL ACCOUNTS MUST BE ON AN **INDIVIDUAL ACCOUNT** PAYABLE TO NMHIA

NEW BUSINESS APPLICATIONS
DUE THE 15TH OF MONTH PRIOR TO EFFECTIVE DATE – COMPLETE

- **NEW INDIVIDUAL ACCOUNTS:** A completed Application for Individual Health Insurance – **Remember to insert the Requested Effective Date at the top of the document. The original application signed by the applicant and agent + the premium check are required for submission. See Individual Submission Checklist for supporting documents.**
- **NEW EMPLOYER GROUPS:** A completed Employer Application for Group Health Insurance – **Remember to insert the Requested Effective Date at the top of the document. The original application signed by the group and agent + the premium check are required for submission. See list of other required supporting documentation below.**
 - Quote sheet for more than (2) employees
 - Employers Federal EID and NM Gross Receipts Tax ID numbers, a business license if required.
 - An enrollment / waiver form must be completed for each new eligible employee. If the employee has other coverage and waives, the name of the carrier, subscriber and group names must be specified. **Remember to insert the Requested Effective Date at the top of the document.**
 - If required to file a SUTA (Schedule A), most recent quarter SUTA; employer must identify on the SUTA form each employee who is not eligible and specify the employee’s date of hire and hours per week worked. (You may find the codes listed below useful.) If enrolling employee is not listed on the SUTA, employer must submit a W-4. For employer or partners not listed on the SUTA, a Full-Time Employment Affidavit, (signed & witnessed – notary not required) stating the employee works at least 20 hours per week.
 - If the business is new and has not yet filed a SUTA, then a New Business Affidavit (signed & witnessed – notary not required) showing that the employer is actively engaged in an ongoing business and expects to average 2 – 50 employees for (2) years, together with a list of employees. Each individual enrolling as an employee must submit a Full-Time Employment Affidavit, (signed & witnessed – notary not required) stating the individual works in the business at least 20 hours per week on a regular basis.
 - If not required to file a SUTA, employer must submit a Full-Time Employment Affidavit (signed & witnessed – notary not required) for each individual requesting coverage, stating they work in the business at least 20 hours per week on a regular basis and submit tax forms applicable to the business as listed below: **If wages are reported on any of these forms, the employer must submit either a SUTA or a W-2 form.**
 - 1120 corporate return
 - 1120S corporate return
 - 1065 and Schedule K-1 for each eligible partner electing coverage
 - Schedule C for business income profit or loss report for sole-proprietors
 - Schedule E for real estate or rental income
 - Schedule F for Farm income

SUTA HELPFUL CODES

These codes help identify employee eligibility on the SUTA

√	Enrolling or Enrolled	Ø	Can't Afford
NE	Not Eligible	W	Waived
PT/S	Part time or seasonal	IW	Incomplete Waiver
WP	Waiting Period (must show hire date)	—	Termed

REQUIRED DOCUMENTATION
ALL RENEWALS & NEW SUBMISSIONS DUE BY THE 15TH OF THE MONTH PRIOR TO THE
EFFECTIVE DATE WITH ALL SUPPORTING DOCUMENTS

RENEWALS WITH NEW CARRIER OR PLAN CHANGES
DUE THE 15TH OF MONTH PRIOR TO EFFECTIVE DATE - COMPLETE

- **For Individual Accounts and Employer Groups:** A completed Renewal Certification with the new carrier or plan changes clearly marked can be faxed, mailed or emailed to csargent@nmhia.com. Originals are not required for renewals with carrier and/or plan changes.

Employer Group Supporting Documentation:

- An enrollment / waiver form must be completed for each new eligible employee if not already on file. If the employee has other coverage and waives, the name of the carrier, subscriber and group names must be specified. **Remember to insert the Requested Effective Date at the top of the document.**
- If required to file a SUTA (Schedule A), most recent quarter SUTA; employer must identify on the SUTA form each employee who is not eligible and specify the employee's date of hire and hours per week worked. (You may find the codes listed below useful.) If enrolling employee is not listed on the SUTA, employer must submit a W-4. For employer or partners not listed on the SUTA, a Full-Time Employment Affidavit, (signed & witnessed – notary not required) stating the employee works at least 20 hours per week.
- If not required to file a SUTA, employer must submit a Full -Time Employment Affidavit (signed & witnessed – notary not required) for each individual requesting coverage stating they are working in the business at least 20 hours per week on a regular basis and submit tax forms applicable to the business as listed below: **If wages are reported on any of these forms, the employer must submit either a SUTA or a W-2 form.**
 - 1120 corporate return
 - 1120S corporate return
 - 1065 and Schedule K-1 for each eligible partner electing coverage
 - Schedule C for business income profit or loss report for sole-proprietors
 - Schedule E for real estate or rental income
 - Schedule F for Farm income

RENEWALS WITH SAME CARRIER AND PLAN (NO CHANGES)
DUE THE 15TH OF MONTH PRIOR TO EFFECTIVE DATE - COMPLETE

- **For Individual Accounts and Employer Groups:** A completed Renewal Certification with all questions answered, signed and dated, can be faxed, mailed or emailed to csargent@nmhia.com. Originals are not required for renewals with no changes.

Employer Group Supporting Documentation:

- Employer's most recent SUTA **showing employee current status.** (Called Schedule A or Quarterly Wage Report)
- Employer must identify on the SUTA each employee who is not eligible for coverage and the reason (e.g., on Medicare, working part time (less than 20 hours per week), terminated, seasonal, part-time) and specify the employee's date of hire and hours worked per week.
- New employees not yet on the SUTA require a W-4 form.
- An enrollment / waiver form must be completed for each new eligible employee if not already on file. If the employee has other coverage and waives, the name of the carrier, subscriber and group names must be specified. **Remember to insert the Requested Effective Date at the top of the document.**
- Owners / working spouse or partner *not* on the SUTA must submit a Full-Time Employment Affidavit (signed & witnessed – notary not required) stating they work in the business at least 20 hours per week on a regular basis.
- If not required to file a SUTA, employer must submit a Full-Time Employment Affidavit (signed & witnessed – notary not required) for each individual requesting coverage stating they work in the business at least 20 hours per week on a regular basis.