



## Required Documentation for New York Groups of One and Sole Proprietor Business

We will accept applications from sole proprietors and S-Corporations with one eligible employee who is able to submit the following documentation and meet the standards outlined below:

### Business Organizations in Operation More Than 12 Months

#### Instructions for Sole Proprietors:

- 1) Provide at least one of the following from most recent tax year:
  - Schedule C – Profit & Loss From Business (Sole Proprietorship)
  - Schedule C-EZ – Net Profit From Business (Sole Proprietorship)
  - Schedule F – Profit & Loss From Farming
- 2) Provide a current signed copy of first two pages of U.S. Individual Tax Return Form 1040
  - Any W-2 forms reported on the sole proprietor's 1040 must be submitted.
  - Gross income from Schedule C, C-EZ or F must exceed any W-2 income the applicant may have received.
- 3) Sign our Sole Proprietor and Group of One Attestation Form

#### Instructions for Corporations that have elected to be taxed as S-Corporations:

- 1) Provide an IRS Form 1120-S – Income Tax Form for S Corporations
- 2) Provide a Schedule K-1
  - Schedule K-1 must show 100% ownership (i.e. sole S-Corp shareholder) for prospective insured.
- 3) Provide a W-2
  - Received by the shareholder-employee from the S-Corporation under which group coverage with us is sought. In addition, if applicable, S-Corporation shareholder must provide any other W-2s reported on their 1040 from other business organizations.
  - Gross income from IRS Form 1120-S must exceed any W-2 income the applicant may have received from other business organizations.
- 4) Provide current signed copy of the first two pages of the U.S. Individual Tax Return Form 1040 and Schedule E (if applicable) for the S-Corporation shareholder who seeks coverage.

5) Sign the Oxford Sole Proprietor and Group of One Attestation Form

**Business Organizations in Operation Less Than 12 Months**

1) Provide the following:

- Certificate of Incorporation (for S-Corporations only)
- NYS Business License (if applicable)
- Copy of Business Bank Statement (for Sole Proprietors only)

2) Sign the Oxford Sole Proprietor and Group of One Attestation Form

**Oxford reserves the right to modify the above eligibility requirements and required documentation.**