



## **REQUIRED TO RENEW YOUR GROUP COVERAGE**

the following documents are **required** for review to help determine the continued eligibility of your group and employees and must be provided to HealthPass by the **20<sup>th</sup> of the month prior to the renewal date.**

### **Group Renewal Documents:**

- Signed and completed Renewal Affidavit (enclosed).** Changes to group level criteria such as the waiting period for newly hired employees and the hours worked per week (20-40) to be eligible for coverage should be indicated on the Renewal Affidavit. If no changes are being made, submit the signed form without indicating changes.
- Signed Important Eligibility Requirements (enclosed).** Coverage for groups and/or employees that do not meet the criteria listed on this form will be retro actively terminated to the group renewal date.
- Most recent NYS 45 Quarterly Wage & Tax Statement** notating the status of each employee as follows:
  - FT – full time; PT – part time; T – no longer employed; U – Union; S – seasonal
- W4 for newly hired employees that do not appear on the NYS 45.
- Most recent Schedule C or K1 for partners and owners (respectively) that do not appear on the NYS 45 Quarterly Wage & Tax Statement. K1s must total 100% of ownership.

### **Employee Renewal Documents:**

**Enrollment/Change Form (enclosed).** Required for employees enrolling for the first time, making a plan change, adding/removing dependents or changing their contact information. Full time employees who have other coverage must also complete this form to waive coverage.

#### **Please Note:**

-75% of the full time employees must either enroll in HealthPass or waive due to having other coverage  
-Groups with only 1 employee enrolling may not enroll or renew that employee into EmblemHealth or HIP plans. Oxford and CompreHealth plans are available to groups with 1 employee enrolled in medical.

Fax or email the required documentation to:

**Fax: 1.888.354.7277 Email: [renewals@healthpass.com](mailto:renewals@healthpass.com)**

For assistance with your renewal, please contact your Broker or the HealthPass Renewal Department:

**Phone: 888.313.7277 Email: [renewals@healthpass.com](mailto:renewals@healthpass.com)**