



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

If you are making changes to your coverage options 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)**