

One Subscriber Group Checklist

Group Name: _____ Agent Name: _____

Phone: _____ Fax: _____

Email: _____

One Subscriber Group Eligibility Definition:

A Sole Proprietor, Partnership or Corporation whose owner (Sole Proprietor), Partner (Partnership), or stockholder (Corporation) is the only enrollee in the group program and does not have any full-time employees.

Please check when completed:

- Group Enrollment and Coverage Agreement One Subscriber
- Employee Enrollment
- Group Underwriting Roster
- Employee Waiver Form
 - Required for any employee waiving coverage, including employees who have BCBSM coverage through a spouse or parent. All employees must continue to be listed on the Group Underwriting Roster
- Chamber Verification or Check and Application
- Proof of a Federal Tax ID Number
 - Can be the group's Federal ID letter from the IRS, MESC Quarterly Wage Detail Report with pre-printed Federal ID number, State Sales Tax License, 8109 Federal Tax Deposit Coupon, 941 Employer's Quarterly Federal Tax Return or 1040 ES Estimated Tax Payment Voucher
- One Month's Premium made payable to Blue Cross Blue Shield of Michigan on a company check
- Copy of New Business Proposal/Quote
- Submitted with proper lead time - 30 days
- See OSG Required Tax Forms requirements for personal, business or new company information



Nonprofit corporations and independent licensees
of the Blue Cross and Blue Shield Association

One Subscriber Group Tax Forms

Group Name: _____ Agent Name: _____

Owner – Submit the following *personal* tax documents:

- Michigan MI-1040 Individual Income Tax Return (pages 1 & 2)
- Michigan MI-1040 Schedule 1 (if an amount appears on line 11 or 13)
- Federal 1040 Individual Tax Return (pages 1 & 2)
- All applicable W2's (if an amount appears on line 7)
- Schedule C (if an amount appears on line 12)
- Schedule E (if an amount appears on line 17)

Business – Submit applicable *business* tax documents:

- Form 1040 Schedule C Profit or Loss from Business (page 1)
- Form 1040 Schedule C – EZ Net Profit from Business (page 1, all applicable 1099s)
- Form 1040 Schedule C F Profit or Loss from Farming (page 1)
- Form 1065 US Partnership Return of Income (pages 1 & 3, all applicable Schedule K-1 Partner's Share of Income, Credits, Deductions, etc., page 1)
- Form 1120 US Corporation Income Tax Return for an S Corporation (pages 1 & 2, all applicable Schedule K-1 Partner's Share of Income, Credits, Deduction, etc., page 1)
- Form 8825 Rental Real Estate income and Expenses of a Partnership or an S Corporation
- Form 1065 or 1120s (page 1 & 2)

New Company – If the company is less than one year old and business taxes have not been filed the company must supply one of the following from EACH list.

Form 8109
Form 941
Form 1040 ES

State of Michigan Business License
DBA Document
Federal ID Letter
Articles of Incorporation