

Please answer the following questions to determine if the account meets Small Group Underwriting Guidelines for Harvard Pilgrim Health Care. If you have questions, contact your Harvard Pilgrim Account Executive.

1.	Account Name	<input style="width: 95%;" type="text"/>
2.	Corp #	<input style="width: 95%;" type="text"/>
3.	Employer Tax ID Number Please enter the 9 digit Tax ID for this account.	<input style="width: 95%;" type="text"/>
4.	Is your business incorporated OR are you a sole proprietor or S corporation that regularly employs at least one individual that is not an owner and/or the spouse of an owner?	<input style="width: 80%;" type="text"/>
5.	Total Number of Full time Equivalents Please enter the number of full time equivalents from the previous calendar year. Please refer to IRS guidelines (http://www.irs.gov/irb/2011-21_IRB/ar07.html#d0e150) on how total full time equivalents must be calculated. An FTE Calculator can be found on our website to help count FTEs (http://www.harvardpilgrim.org/FTEcalculator).	<input style="width: 80%;" type="text"/>
6.	Total Number of Company Employees Please include the total number of employees who work for the company both in and out of service area. Include all employees, even those not eligible for benefits. If your current number of employees is less than 20 but you employed more than 20 employees for 20 or more weeks at any time during the past two years, enter the largest number of employees in that period. The 20 weeks do not need to be consecutive.	<input style="width: 80%;" type="text"/>
7.	Total Number of Benefit Eligible Employees Please include everyone who actively works for the company both in and out of the service area including eligible full-time and part-time employees\$(cc) early retirees, and COBRA participants. excluding temporary employees (1) To be eligible for coverage, a full-time employee must work a normal work week of 30 hours or more and be employed for a minimum of five months. (2) To be eligible for coverage, a part-time employee must work at least 15 hours per work week and be employed for a minimum of five months. (3) A temporary employee is one who works on a full-time or part-time basis for a period of fewer than five months.	<input style="width: 80%;" type="text"/>
8.	Total Number of Eligible Employees Subscribing with HPHC Please enter the number of total eligible employees, including early retirees on the active plan and COBRA participants subscribing with HPHC.	<input style="width: 80%;" type="text"/>
9.	Number of Employees Waiving Coverage Please enter the number of eligible employees declining coverage due to coverage under another health plan as a spouse or dependent, Medicare, Veterans Program, or purchased subsidized coverage through state or federal exchange, or sponsored by a second employer .	<input style="width: 80%;" type="text"/>
10.	Number of Employees Declining Coverage Please enter the number of employees declining coverage due to coverage under another plan sponsored by this employer (if HPHC is not the sole source carrier), purchased coverage through state or federal exchange with no subsidy or coverage purchased through a non-group plan.	<input style="width: 80%;" type="text"/>
11.	Number of Employees Not Wanting to Participate on Any Health Care Benefits at this Time Please enter the number of eligible employees declining health insurance entirely.	<input style="width: 80%;" type="text"/>
12.	Does your company have any physical office locations outside the state in which this HPHC policy is underwritten?	<input style="width: 80%;" type="text"/>
13.	If yes, please list street address, city, state and zip code for all locations	<input style="width: 95%;" type="text"/>
14.	Do you have a satellite location in Vermont?	<input style="width: 80%;" type="text"/>
15.	Provide the number of subscribers who live in Vermont that work in the Vermont location	<input style="width: 80%;" type="text"/>

HPHC Underwriting Policies

I agree to and understand that:

- Coverage is available on a guaranteed issue and guaranteed renewable basis, subject to satisfaction of HPHC Underwriting Guidelines;
- All HPHC rate quotes are subject to a review of final enrollment;
- HPHC reserves the right to audit to ensure adherence to underwriting guidelines and to re-rate based on audit findings;
- Coverage may be declined or modified if complete information is not received, and may be modified or declined upon receipt of complete information; and
- Employer will meet HPHC eligibility/participation requirements, which will be reviewed on an annual or an as needed basis.
- Employers that do not meet the participation requirements may reapply for group coverage during the annual special open enrollment (November 15 - December 15) for an effective date of January 1. Participation rules will not be a factor in eligibility for group coverage during this special open enrollment period.

I certify that all employer information and employer data reported on this renewal form is accurately represented.

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Signature, Employer or Authorized Broker/Consultant	Title	Date