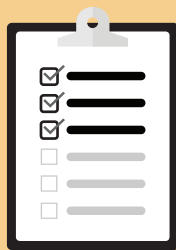


NAVIGATING NEW ENROLLMENT

FOUR EASY STEPS TO GET YOUR BUSINESS ON ITS WAY

FROM FILLING OUT FORMS TO MANAGING DEADLINES, enrolling your business in new health care coverage can be tedious and overwhelming. Follow these simple steps and work with your agent. Together, we'll have your enrollment process completed in no time.



1

Gather documents verifying employee status.

- **PREFERRED DOCUMENT CHOICE:** Your agent needs to submit your most recent Reconciled Employer Quarterly Contribution and Payroll Report (Iowa state tax form 65-5300) on your behalf.
- Alternative document choices (only if Reconciled Employer Quarterly Contribution and Payroll Report is unavailable):
 - **For existing employees:** Submit W-2 form(s) for employee-level documentation.
 - **For new hires:** Submit W-4 form and Iowa Centralized Employer Registry Form for employee-level documentation.



2

Provide employer documentation to verify legal business information.

- Your agent must submit employer documentation, provided by you, to verify the legal name, home office location, and tax identification of your business. Information on all your employer forms, including the secretary of state website, must match to be considered.
- **PREFERRED DOCUMENT CHOICE:** Provide your most recent Reconciled Employer Quarterly Contribution and Payroll Report to your agent.
 - Alternative document choice (only if Reconciled Employer Quarterly Contribution and Payroll Report is unavailable):
 - If a W-2 was submitted for an employee or employees, then a W-3 will be required.
 - If a W-4 was submitted as the only employee documentation, Wellmark will accept a Form 940, 941, 943 or K1.



3

Complete digital or paper enrollment forms.

Here is a list of the enrollment forms you'll need:

- **Employer applications** (Form number N-53292)
- **Employee applications** (Form number N-5431)
- **Medicare secondary payer form** (Form number N-2305)
- **COBRA services** (Form number N-4102)

These forms can be found by logging in to the Wellmark Marketing Toolkit at Wellmark.com or provided by your agent.



4

Provide additional information, if required.

Your agent will need to reconcile the Employer Quarterly Contribution and Payroll Report. To complete this, they might ask you to provide additional information.

KNOW THE DEADLINES



Want your effective date to be the first of the month?



Completed application and forms must be submitted by the 15th of the month prior to the effective date.



If the 15th falls on a Saturday or Sunday: Online forms are due on the previous business day (Friday).



If the 15th falls on a holiday: Online forms are due on the previous business weekday.

Wellmark complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

ATENCIÓN: Si habla español, los servicios de asistencia de idiomas se encuentran disponibles gratuitamente para usted. Comuníquese al 800-524-9242 o al (TTY: 888-781-4262).

注意: 如果您说普通话, 我们可免费为您提供语言协助服务。请拨打 800-524-9242 或 (听障专线: 888-781-4262)。

ACHTUNG: Wenn Sie deutsch sprechen, stehen Ihnen kostenlose sprachliche Assistenzdienste zur Verfügung. Rufnummer: 800-524-9242 oder (TTY: 888-781-4262).



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