

Providence Health Plan Oregon Small Group Proof of Employment



Thank you for your interest in offering Providence Health Plan for your employee health insurance. For Oregon Small Group insurance, PHP requires proof of employment documentation for:

- Groups with less than four eligible employees
- Groups whose eligible employees are related family members
- Groups who receive requests by Underwriting to provide such information.

The table below lists recommended documents your business should submit for proof of employment. Once you identify your business filing status, collect and submit the documents with an "X." PHP will evaluate the amount and content within the documentation to determine proof of employment.

Documents	Notes	IRS Business Filing Status				
		Sole Proprietorship ¹	Partnership	Corporation	Subchapter S Corporation	Non-Profit
Form 1040	<i>First 2 pages with preparer or owner's signature; provide for each owner or partner</i>	X	X		X	
Form 1065	<i>First 4 pages with preparer or owner's signature</i>		X			
Form 1120	<i>First 4 pages with preparer or owner's signature</i>			X		
Form 1120S	<i>First 4 pages with preparer or owner's signature</i>				X	
Form 990	<i>If business income is less than \$25,000, provide a copy of most recent quarterly P&L statement</i>					X <i>if income was > \$25K, provide most recent P&L</i>
Additional Schedules	<i>Provide schedules:</i>	C, E, or F	E		E <i>for each owner</i>	
W-2 (s) 1099 (s)	<i>Provide for owners / partners with any income reported on 1040 for wages, salaries, tips from other activities / businesses</i>	X	X			
W-2 (s) 1099 (s) Form 132 or payroll records	<i>Provide for all other employees</i>	X	X	X	X	X

¹ Sole Proprietorship consists of a single owner. Spouses can only be considered an employee if they are receiving W-2 or 1099 income from the business. The spouse must also work the minimum number of hours specified on the Group Application.

Documentation Recommended for New Businesses. New businesses may not be able to provide documents listed on the chart above. For new businesses – which we base on the business start date – please provide the following documentation for proof of employment:

- | | |
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| <input type="checkbox"/> Form of business | <input type="checkbox"/> Copy of State payroll tax account statement |
| <input type="checkbox"/> Copy of business name registration with State | <input type="checkbox"/> Copy of professional license |
| <input type="checkbox"/> Letter from bank verifying a commercial checking account exists | <input type="checkbox"/> Documentation of payroll for each employee, such as copies of W-2(s), 1099(s), Form 132 or payroll records |
| <input type="checkbox"/> Copy of property casualty insurance policy | |