



## Part II: Employee Information

Please list all eligible employees, whether or not they will be insured. An eligible employee is someone who has a normal work week of 30 or more hours at the business, and is not a temporary, seasonal or substitute employee. An owner, partner, or spouse of an owner or partner must be included if they work more than 30 hours a week at the business. Independent contractors who are eligible for the employer's health benefit plan must be counted if they work more than 30 hours a week.

For employees with significant income from tips, report income as you would on the quarterly wage report. (A representative quarterly wage from the DLLR report can be used, if it reflects the likely work week over the coming year).

Information from employer: (Employer affirmation applies only to this information)									Information from employee applications:			Choice of health plan:			
Employee Name (First MI. Last)	SSN	DOB	Status	Wages per wage period	Wage period	Hours per week	Calculated annual wage (\$) (see instructions for owner/spouse)	Wages from most recent Quarterly Wage Report	Eligible for subsidy for dependent coverage	Previous insurance (past 3 mos.)			Type of coverage	Plan chosen by employee (product ID)	Total # of covered lives
										Employee	Spouse	Children			
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															

**Instructions for owner/partner/spouse:**

For purposes of this application, an Owner is anyone with at least a 20% ownership interest in the business. A spouse of an owner is treated the same as an owner. In calculating the average wage of the business, for each owner or spouse who is listed on the application as a full-time employee, list either the person's adjusted gross income (AGI) or \$60,000, whichever is lower.

If the person is single, use the AGI from the most recent individual federal income tax return.

If the person is married and files a separate return, use the AGI from the most recent individual federal income tax return.

If the person is married and files a joint return, use 50% of the AGI on the couple's most recent joint federal income tax return.

**Status:**

- F=Full-time employee
- O=Owner/partner
- S=Spouse of owner/partner

**Wage Period:**

- A=Annual
- Q=Quarterly
- M=Monthly
- B=Bi-Weekly
- W=Weekly
- H=Hourly

**Average annual wage of business** = average of the annual wages in this column

**Eligible:**

- Enter "Yes" if employee signed family income attestation

**Previous Insurance:**

- 0=Not insured in past 3 months
- 1=Yes, from this employer
- 2=Yes, at another job
- 3=Yes, spouse's employer
- 4=Yes, Medicaid or HealthChoice
- 5=Yes, Medicare
- 6=Yes, MHIP
- 7=Yes, Non MHIP Individual policy

IF already insured under the Health Insurance Partnership Program, please enter a "1"

**Type of Coverage:**

- E=Employee
- EC=Employee + Child(ren)
- ES=Employee + Spouse
- F=Family
- W=Waived or in Waiting Period