



## **CIGNA Medical & Dental Underwriting Checklist**

### **Small Group (2-50 employees)**

#### **Employer**

- Cigna HealthCare Employer Application (QC0200)
- Group Membership Application & Guidelines (QC0210)
- A copy of the CIGNA HealthCare quote with plan selected
- A copy of the company's most recent reconciled DE-6\* or 45 days of payroll information from a payroll company (i.e., ADP, PayChex, etc.)
- Sole Proprietor, Partner, or Corporate Officer Statement for owners not appearing on the company's DE-6 or payroll form (QC0830)
- A check for the 1<sup>st</sup> month's premium and enrollment fee payable to **AAQHC, An Administrator**

#### **Enrolling Employees\*\***

- AAQHC, An Administrator**, Group Enrollment/Change Form (QC0860)
- CIGNA Health Statement (QC0850)
- CIGNA Dental Enrollment Form (for dental only policies)

#### **Declining Employees**

- Declination Form (QC0620)
- A copy of current group insurance ID card

Please return all completed CIGNA HealthCare enrollment materials to:

**AAQHC, An Administrator**  
**23251 Mulholland Drive**  
**Woodland Hills, CA 91364-2732**

If you have any questions, please feel free to contact **AAQHC, An Administrator**.

**Phone: (800) 669-8700**

**Fax: (818) 591-8722**

**E-Mail: [info@aaqhc.com](mailto:info@aaqhc.com)**

\* Reconciled DE-6 should use the following codes: "T" for terminated, "E" for eligible and enrolling, "W" for eligible and waiving, "PT" for part-time, "S" for seasonal or temporary.

\*\* Please note: If owner/employer is applying for health insurance, individual employee forms must also be completed.

*Please see reverse side for acceptable ownership documents.*

# Acceptable Ownership Documents Checklist

Ownership documents are required to establish ownership if owners/partners are **NOT** listed on the DE-6. The forms must be accompanied by the **AAQHC, An Administrator, Sole Proprietor, Partner or Corporate Officer Statement (QC0830)**. Please use the checklist below to provide the proper documents.

## 1. Sole proprietors

- IRS form 1040 Schedule C (if available), **and**
- A California business license, **or**
- Fictitious Business Name Filing

## 2. Husband/Wife Sole Proprietors

- IRS form 1040 Schedule C filed with names of both spouses (if available), **and**
- Fictitious Business Name Filing listing names of both spouses, **or**
- A California business license listing names of both spouses

## 3. Corporation

- Articles of Incorporation (filed and stamped listing names of all officers), **or**
- Statement of Information and/or Statement by Domestic Stock Corporation

## 4. Partnership

- Partnership Agreement and Federal Tax Certificate showing all partners, **and**
- Current Schedule K-1 (if available)

## 5. Limited Partnership (LP) and Limited Liability Partnership (LLP)

- Partnership Agreement and Federal Tax Certificate showing all names, **and**
- Current Schedule K-1, (if available), **and**
- Fictitious Business Name Statement showing all names

## 6. Limited Liability Company (LLC)

- Articles of Organization with Operating Agreement, **and**
- Statement of Information, **and**
- Current Schedule K-1