



MVP New Business Checklist

Did you remember to include:

- Group Application**
 - Must be filled out completely by Employer Group and Broker

- Rate Sheet**
 - Must be signed and dated by Employer Group

- Enrollment Applications**
 - Employees Electing Coveragecomplete sections 1 thru 8
 - Health Benefit Administratorcomplete the employer section at bottom of page 2
 - Employee covered elsewherecomplete section 1 only or fill out an *MVP Waiver Form*

- Wage and Tax Information**
 - *Parts One and Two of the NH Quarterly Tax and Wage Report.* Please identify part-time, non-benefit eligible and those employees covered under their spouse's program.
 - *Self-Employed* – Please provide *Schedule C, Profit and Loss Form* from the business or *Registered Trade Name Certificate*.
 - *Employment Verification Form* is required if you do not file a *NH Quarterly Tax and Wage Report*.

- Binder Check**
 - No *Binder Check* is needed at time of enrollment. The amount will appear on the group's first bill.