



# Small Group

## Submission Checklist

The following documentation will help you prepare and submit new cases in the small group market.

- Is the business a candidate for small employer group coverage?** (50 or less total employees on payroll)
- Small Employer Benefit Program Application (BPA)** – Must be completed, signed and dated by the employer (get the most current version of the form at [www.bcbstx.com/producer](http://www.bcbstx.com/producer))
- Employee Enrollment Applications** – Application or declination for each eligible employee is required; employees must complete, sign and date
- Signed Small Group Proposal** – Submit the signature page from the proposal with the group administrator’s signature and date
- Proof of Wages** – Most recent quarterly wage report from the Texas Workforce Commission (TWC) or other payroll documents. Mark/Indicate employee status as full time, part time, terminated, seasonal etc.
- Texas Supplemental Employee Verification Form** – Needed for anyone (including new hires) not listed on the proof of wages documentation (i.e., payroll reports, TWC reports, etc.)
- Proof of Business** – Required only if a current quarterly TWC wage report is not available
- Employer Group Information Form** – Must be signed and dated by the employer
- Proxy Form** (included with Benefit Program Application)
- First Premium Payment**
- Ensure the Group Meets the 75 Percent Participation Requirement** – excluding employees with other health coverage
- Composite Rate Billing Method Declaration Form** (if electing composite rates) – Only required if group elects a four-tier composite rate structure

### Send paperwork to:

Blue Cross and Blue Shield of Texas  
Southwest Service Center  
1001 E. Lookout Dr.  
Building B, 12th Floor  
Richardson, TX 75082

### Questions?

Call 800-399-5831

### Online Resource:

[www.bcbstx.com/producer](http://www.bcbstx.com/producer)