



Small Group Master Application — Washington

For groups of 1-50 employees

Employer Information

Legal Name of Group _____ Effective Date _____

DBA Name (appears on bills and ID cards) _____ SIC, NAICS Code, or UBI _____

Physical Address Required (no PO Box) _____

City _____ State _____ ZIP _____ County _____

Mailing Address (if different than Physical Address) _____

City _____ State _____ ZIP _____ County _____

Federal Tax ID No. _____ Company Headquarters State _____ Nature of Business _____

Name(s) of All Owners and Partners _____

Form of Organization

(check all that apply)

- Limited Liability Company
- Sole Proprietorship
- Subchapter S-Corp
- Government
- Partnership
- Association
- Nonprofit
- MEWA
- Union
- C-Corp
- Church
- Trust

Employer eligibility

To qualify for small group coverage the employer must have at least 1 but no more than 50 common law employees during the preceding calendar year as defined under applicable state and federal law. Exclusions include: a. A self-employed individual; b. A sole proprietor of the sponsoring business or the sole proprietor's spouse; c. An individual that wholly owns a corporation that is the sponsoring business, or wholly owns the corporation with his/her spouse (except a corporate officer who is an employee as defined in 26 CFR 31.3121(d)-1(b)); and d. A partner in a partnership sponsoring the plan or the partner's spouse (except a "bona fide partner" as defined by law in 45 CFR section 146.145(c)(2)).

Group Contact

Name for Eligibility and Benefits _____ Phone _____ Email _____ Fax _____

Name for Billing _____ Phone _____ Email _____ Fax _____

Affiliates

Is your company affiliated with any other? Yes No **Will it be insured with PacificSource?** Yes No

Name of Affiliate(s) _____ No. of Employees _____

Address of Affiliate(s) _____ Should each affiliate be billed separately? Yes No

Current Insurance (Required if you had prior coverage)

Medical

Carrier _____
Policy No. _____
Term Date _____

Dental

Carrier _____
Policy No. _____
Term Date _____

Existing Workers' Compensation

Carrier _____

Benefit Information

Please select no more than four plans for your group members to choose from. Need some guidance? Please contact your sales representative with questions.

Navigator

Bronze HSA 6750	Gold HSA 3000
Bronze HSA 5000	Gold 3500
Bronze 7500	Gold 2500
Silver HSA 5500	Gold 2000
Silver HSA 4500	Gold 1000
Silver HSA 3000	Platinum 500
Silver 6500	
Silver 5500	
Silver 4500	
Silver 3000	

Voyager

Bronze HSA 6750	Gold HSA 3000
Bronze HSA 5000	Gold 3500
Bronze 7500	Gold 2500
Silver HSA 5500	Gold 2000
Silver HSA 4500	Gold 1000
Silver HSA 3000	Platinum 500
Silver 6500	
Silver 5500	
Silver 4500	
Silver 3000	

Employer Premium Contribution

Medical: Employee _____ Dependent _____

Eligibility

Probationary Waiting Period

- Date of hire (premium prorated first month)
- First of the month following Date of Hire
- First of the month following 30 days
- First of the month following 60 days
- 90 calendar days effective on 91st calendar day (premium prorated first month)
- Eligible that day
- Other _____

Initial Enrollment: Will the probationary period be waived at initial enrollment?

Yes No

What if the last day of the probationary period falls on first day of the month? The new employee eligibility will be effective:

- Eligible that day
- Must wait until the first day of the following month or 91st day, whichever comes first (default if not marked)

Minimum Hours

How many hours per week must employees work to be eligible for coverage?
Hours per week _____

Eligible Members

Plan covers:

- Employee + spouse/registered domestic partner + children
- Employee + spouse/registered or unregistered domestic partner + children
- Employee + children

Retiree

Is group coverage available to retirees? Yes No

Is the group a local government (school, city, county)? Yes No

Subject to PacificSource Policy and Approval. If you offer health or dental coverage to your retirees, please attach the requirements and employer premium contribution (if any).

HSA, HRA, FSA, COBRA Administration, or EAP

Check accounts your group has HSA HRA FSA COBRA Admin EAP Employer Contribution to HRA or HSA _____

Third Party Administrator Name _____ Address _____ Phone _____

People to Be Insured

1. _____ Total number of employees (full-time, part-time, owner, partner, principal, probationary, and waiver; exclude continuation)
2. _____ Total no. former employees currently on Continuation or Retiree with your group health plan (submit Application)

A. _____ TOTAL NUMBER OF EMPLOYEES: Add numbers 1 and 2 above

3. _____ Total number of employees who do not qualify due to hourly requirement
4. _____ Total number of employees who do not qualify due to waiting period requirement
5. _____ Total number of employees waiving coverage due to other qualified coverage* (submit Application)
**Qualified Coverage: Employer Plan, Medicare, Medicaid, VA/Tricare, and Indian Health Service*

6. _____ Total number of employees not insured for reasons not stated above

Please explain reason (e.g., classification not eligible, chose not to participate): _____

B. _____ TOTAL NUMBER OF EMPLOYEES NOT ENROLLING: Add numbers 3 through 6 above

C. _____ TOTAL NUMBER OF EMPLOYEES ENROLLING, including continuation: Subtract B from A above

SERVICE AREA: Do all employees reside within the PacificSource service area? Yes No If no, what state(s): _____

ERISA: Is your group comprised of employees of a government entity or church that is not subject to ERISA? Yes No

COBRA: Did you employ 20 or more total employees (full-time, part-time, seasonal) at least 50% of your business days in the **preceding calendar year**? Yes No

TEFRA: Did you employ 20 or more employees each working day each of the 20 or more calendar weeks in the **current or preceding calendar year**? Yes No

Employees on continuation of coverage (COBRA, State or USERRA):

Are COBRA employees covered under this Plan? Yes No

Requirements—Must Be Submitted Prior to Policy Effective Date

Group Master Application

Copy of Sold Rates

Member Enrollment

Binder Payment (est. first month premium) *Refunded if coverage not effectuated*

Electronic Funds Transfer Form, if you want PacificSource to withdraw the monthly premium from a bank account

This is an application for group insurance. Under no circumstances will coverage be in force until the policy is issued by PacificSource and accepted by the employer. Once a policy is issued, the policy terms control in all cases.

It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

If you type your name below, you understand that you are electronically signing this document and agree your electronic signature is the legal equivalent of your manual signature on this application.

Group Representative (Printed) _____ **Title** _____

Group Representative Signature _____ **Date** _____

I, the undersigned producer for this group, affirm that the information provided on this application is complete and correct to the best of my knowledge.

Producer Name (Printed) _____ **Producer No.** _____

Producer Signature _____ **Date** _____

What Happens After You Submit Your Group Application

We'll begin processing the applications for your group. In the coming weeks, you'll receive a few things from us. A PacificSource Representative will contact you if any additional information is required to issue the plan.

1. We'll send you an email with information about your plan, our tools to help you administer the plan, and PacificSource contacts who can assist you.
2. We'll also send your contract and a Member Handbook that you can share with employees.
3. Your employees can look for their ID cards in the mail close to the date your plan begins.

Please keep a copy of this application for your records.

Discrimination Is Against the Law

PacificSource Health Plans complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. PacificSource does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

PacificSource:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact Customer Service at (888) 977-9299 or, for TTY users, (800) 735-2900, 7:00 a.m. to 5:00 p.m.

If you believe that PacificSource has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with Civil Rights Coordinator, PO Box 7068, Springfield, OR 97475-0068, (888) 977-9299, TTY 711, fax (541) 684-5264, or email crc@pacificsource.com. Please indicate you wish to file a civil rights grievance. You can file a grievance in person or by mail, fax, or email. If you need help filing a grievance, the PacificSource Customer Service Department is available to help you.

You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office for Civil Rights Complaint Portal, available at OCRPortal.hhs.gov/ocr/portal/lobby.jsf, or by mail or phone at:

U.S. Department of Health and Human Services
 200 Independence Avenue, SW
 Room 509F, HHH Building
 Washington, DC 20201
 (800) 368-1019, (800) 537-7697 (TDD)

Complaint forms are available at HHS.gov/ocr/office/file/index.html.

Amharic	ማስታወሻ: የሚናገሩት ቋንቋ አማርኛ ከሆነ የትርጉም እርዳታ ድርጅቶች፣ በነጻ ሊያግዝዎት ተዘጋጅተዋል። ወደ ሚከተለው ቁጥር ይደውሉ (888) 977-9299 (መስማት ለተሳናቸው: 711)።
Arabic	مصلًا فتاه مقر (888) 977-9299 مقر لصلتا. ان اجمال اب لك رفاوتت ةيوغلللا ةدعاسملا تامدخ نإف، ةغلللا ركذا ثدحتت تنك اذا: فظوحلم (711) مكبل او.
Bantu	ICITONDERWA: Nimba uvuga Ikirundi, uzohabwa serivisi zo gufasha mu ndimi, ku buntu. Woterefona (888) 977-9299 (TTY: 711).
Cambodian	ប្រសិនបើ ប្រយុត្តន៍: សិនជាអ្នកនិយាយ ភាសាខ្មែរ, សម្រាប់ជំនួយផ្នែកភាសា ដោយមិនគិតឈ្នួល គឺអាចមានសំរាប់បម្រើអ្នក។ ចូរ ទូរស័ព្ទ (888) 977-9299 (TTY: 711)។
Chinese	注意：如果您使用繁體中文，您可以免費獲得語言援助服務。請致電 (888) 977-9299 (TTY: 711)。

Cushite-Oromo	XIYYEEFFANNAA: Afaan dubbattu Oroomiffa, tajaajila gargaarsa afaanii, kanfaltiidhaan ala, ni argama. Bilbilaa (888) 977-9299 (TTY: 711).
French	ATTENTION: Si vous parlez français, des services d'aide linguistique vous sont proposés gratuitement. Appelez (888) 977-9299 (TTY: 711).
German	ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: (888) 977-9299 (TTY: 711).
Italian	ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero (888) 977-9299 (TTY: 711).
Japanese	注意事項：日本語を話される場合、無料の言語支援をご利用いただけます。(888) 977-9299 (TTY:711) まで、お電話にてご連絡ください。
Korean	주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. (888) 977-9299 (TTY: 711)번으로 전화해 주십시오.
Laotian	ໂປດຊາບ: ຖ້າວ່າ ທ່ານເວົ້າພາສາ ລາວ, ການບໍລິການຊ່ວຍເຫຼືອດ້ານພາສາ, ໂດຍບໍ່ສັງຄ່າ, ແມ່ນມີອັດຕະໂນຳ. ໂທ (888) 977-9299 (TTY: 711).
Nepali	ध्यान दानुहोस्: तपार्इंले नेपाली बोलनुहुन्छ भने तपार्इंको नमित्तिभाषा सहायता सेवाहरू नःशुल्क रूपमा उपलब्ध छ । फोन गर्नुहोस् (888) 977-9299 (टटिवाइः 711) ।
Norwegian	MERK: Hvis du snakker norsk, er gratis språkassistentetjenester tilgjengelige for deg. Ring (888) 977-9299 (TTY: 711).
Pennsylvania Dutch	Wann du [Deutsch (Pennsylvania German / Dutch)] schwetzsch, kannsch du mitaus Koschte ebber gricke, ass dihr helft mit die englisch Schprooch. Ruf selli Nummer uff: Call (888) 977-9299 (TTY: 711).
Persian-Farsi	دش اب یم مہارف امش یارب ناگیار تروصب ینابز تالی هست، دینک یم وگتفگ یسراف نابز م رب رگا: هجوت (888) 977-9299 (TTY: 711) دیری گب سامت
Punjabi	ਧਿਆਨ ਦਫਿ: ਜੇ ਤੁਸੀਂ ਪੰਜਾਬੀ ਬੋਲਦੇ ਹੋ, ਤਾਂ ਭਾਸ਼ਾ ਵਚਿ ਸਹਾਇਤਾ ਸੇਵਾ ਤੁਹਾਡੇ ਲਈ ਮੁਫਤ ਉਪਲਬਧ ਹੈ। (888) 977-9299 (TTY: 711) 'ਤੇ ਕਾਲ ਕਰੋ।
Romanian	ATENȚIE: Dacă vorbiți limba română, vă stau la dispoziție servicii de asistență lingvistică, gratuit. Sunați la (888) 977-9299 (TTY: 711).
Russian	ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните (888) 977-9299 (телетайп: 711).
Serbo-Croatian	OBAVJEŠTENJE: Ako govorite srpsko-hrvatski, usluge jezičke pomoći dostupne su vam besplatno. Nazovite (888) 977-9299 (TTY–Telefon za osobe sa oštećenim govorom ili sluhom: 711).
Spanish	ATENCIÓN: Si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al (888) 977-9299 (TTY: 711).
Tagalog	UNAWA: Kung nagsasalita ka ng Tagalog, maaari kang gumamit ng mga serbisyo ng tulong sa wika nang walang bayad. Tumawag sa (888) 977-9299 (TTY: 711).
Thai	เรียน: ถ้าคุณพูดภาษาไทยคุณสามารถใช้บริการช่วยเหลือทางภาษาได้ฟรี โทร (888) 977-9299 (TTY: 711).
Ukrainian	УВАГА! Якщо ви розмовляєте українською мовою, ви можете звернутися до безкоштовної служби мовної підтримки. Телефонуйте за номером (888) 977-9299 (телетайп: 711).
Vietnamese	CHÚ Ý: Nếu bạn nói Tiếng Việt, có các dịch vụ hỗ trợ ngôn ngữ miễn phí dành cho bạn. Gọi số (888) 977-9299 (TTY: 711).