



# 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?** (one to 50 total eligible employees on payroll)
- New Community Small Group Application (NCSGA)** – Must be completed, signed and dated by the employer (get the most current version of the form at [www.bcbsmt.com](http://www.bcbsmt.com))
- Employee Enrollment Applications /Waivers** – 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 Montana Employer’s Unemployment Insurance (UI-5) or other payroll documents. Mark/Indicate employee status as full time, part time, terminated, seasonal etc.
- Montana Supplemental Employee Verification Form** – Needed for employees (including new hires) not listed on the proof of wages documentation (i.e., payroll reports, UI-5 reports, etc.)
- Proof of Business** – Required only if a current quarterly UI-5 wage report is not available
- Employer Group Information Form** – Must be signed and dated by the employer
- Proxy Form** (included with employer application)
- Ensure the Group Meets the 75 Percent Participation Requirement** – excluding employees with other health coverage
- Initial Premium Binder Payment**  
Required effective immediately upon sale of new groups.

**How to submit:**  
Must be completed in BAP (eSales)

**Questions?**  
Call 800-399-5831

**Online Resource:**  
[www.bcbsmt.com](http://www.bcbsmt.com)