

Sole Proprietor Enrollment Checklist

GHI

Thank you for using Health Plan One to obtain your Sole Proprietor health insurance. Follow the steps below to finalize your enrollment.

Required Documentation for New York Sole Proprietor Business

GHI requires that sole proprietors verify their status by submitting current tax documents. GHI will not be able to process sole proprietor applications without the following information:

- Group Application Form – complete, sign, and date.
- A binder check – include the first month's premium made payable to GHI.
- Member Enrollment form – complete, sign, and date.
- The following tax forms:
 - Schedule C – Profit & Loss From Business (sole proprietorship)
 - Schedule SE – Self Employment Tax

GHI offers effective dates on any day of the month. Paperwork must be submitted to health plan one at least 5 business days in advance of the requested effective date.

Please send all forms and premium check to:

**Health Plan One
250 Pequot Avenue
Southport, CT 06890
Toll Free: 877-567-5267**