

New York Sole Proprietor Enrollment Checklist

HIP

Thank you for using Health Plan One to obtain health insurance for your company. Follow the steps below to finalize your company's enrollment

- 1. MHL Application for Membership Form & Memberhip Fee** Sole Proprietor must complete the MHL Membership Application/Agreement. Make sure you sign and date at the bottom. (Membership Fee can be added to first months premium check)
- 2. Group Application** Sole Proprietor must complete the Group Application for HIP. Make sure you sign and date at the bottom.
- 3. Tax Documentation-** Schedule C – all pages, and 1040 form – all pages or 1120S and K1.
- 4. Employee Enrollment form-** To be completed by all enrolling employees.
- 5. Participation Statement -** To be completed by all enrolling employees.
- 6. Initial Premium Check-** Please remit first month's premium check payable to MHL Business Group; company check required.
- 7. Quote Sheet & Plan Sheet -** To be completed by Health Plan One and submitted with application materials

Send all enrollment materials directly to Health Plan One, LLC at the address listed below no later than the 19th of the month to insure enrollment for the 1st of the month:

Health Plan One, LLC
250 Pequot Ave
Southport, CT 06890
877-567-5267