

SECTION 4

GENERAL UNDERWRITING GUIDELINES — EXISTING BUSINESS

1. Sole Proprietors

Sole Proprietor in business less than three months:

- a. A California Business License or Fictitious Business Name Filing **and**
- b. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- c. DE-6, if available, or payroll records for 30 days.

If the group has not been in business long enough to provide a DE-6 or 30 days payroll, the following will be required in addition to the above:

- d. Conditions of Enrollment for Start-Up Groups (Form #IS2416).

Sole Proprietor in business 3+ months:

- e. DE-6 **and**

If owner is not listed showing wages on the DE-6, the following will be required in addition to the above:

- f. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- g. Current Schedule C (If not available due to the length of time in business or due to having received an extension to file, a California Business License or Fictitious Business Name filing may be substituted.)

2. Corporations

Corporations in business less than three months:

- a. Articles of Incorporation (filed and stamped listing names of all officers) **and**
- b. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- c. DE-6, if available, or payroll records for 30 days.

If the group has not been in business long enough to provide a DE-6 or 30 days payroll, the following will be required in addition to the above:

- d. Conditions of Enrollment for Start-Up Groups (Form #IS2416).

Corporations in business 3+ months:

- e. DE-6 **and**

If officers are not listed showing wages on the DE-6, the following will be required in addition to the above:

- f. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- g. Statement of Information and/or Statement by Domestic Stock Corporation **or**

- h. Articles of Incorporation (filed and stamped listing names of all officers).

Corporations established out of the state will also require a Certificate of Qualification or Statement by Foreign Corporation, in addition to the above documentation.

3. Partnerships

Partnership in business less than three months:

- a. Partnership Agreement and Federal Tax ID appointment letter may be required **and**
- b. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- c. DE-6, if available, or payroll records for 30 days.

If the group has not been in business long enough to provide a DE-6 or 30 days payroll, the following will be required in addition to the above:

- d. Conditions of Enrollment for Start-Up Groups (Form # IS2416).

Partnership in business 3+ months:

- e. DE-6, **and**

If partners are not listed showing wages on the DE-6, the following will be required in addition to the above:

- f. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (form #ME8054) **and**
- g. Current Schedule K-1 (If not available due to the length of time in business or due to having received an extension to file, a Partnership Agreement and Federal Tax ID appointment letter may be substituted.)

4. Limited Partnership (LP)

Limited Partnership (LP) in business less than three months:

- a. Partnerships Agreement and Federal Tax ID appointment letter may be required **and**
- b. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- c. DE-6, if available, or payroll records for 30 days.

If the group has not been in business long enough to provide a DE-6 or 30 days payroll, the following will be required in addition to the above:

- d. Conditions of Enrollment for Start-Up Groups (Form #IS2416).

Limited Partnership (LP) in business 3+ months:

- e. DE-6 **and**

If General Partners are not listed showing wages on the DE-6, the following will be required in addition to the above:

- f. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- g. Current Schedule K-1 (If not available due to the length of time in business or due to having received an extension to file, a Partnership Agreement and Federal Tax ID appointment letter may be substituted.)

Limited Partners of a Limited Partnership are ineligible unless they appear on the DE-6. Limited Partnerships established out-of-state will also require a Foreign Limited Partnership Application for Registration (form # LP-5) filed and stamped by the Secretary of State.

5. Limited Liability Partnership (LLP)

Limited Liability Partnership (LLP) in business less than three months:

- a. Partnerships Agreement and Federal Tax ID appointment letter may be required **and**
- b. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- c. DE-6, if available, or payroll records for 30 days.

If the group has not been in business long enough to provide a DE-6 or 30 days payroll, the following will be required in addition to the above:

- d. Conditions of Enrollment for Start-Up Groups (Form #IS2416).

Limited Liability Partnership (LLP) in business 3+ months:

- e. DE-6 **and**

If partners are not listed showing wages on the DE-6, the following will be required in addition to the above:

- f. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- g. Current Schedule K-1 (If not available due to the length of time in business or due to having received an extension to file, a Partnership Agreement and Federal Tax ID appointment letter may be substituted.)

Limited Liability Partnerships established out-of-state will also require a Registered Limited Liability Partnership Certificate of Registration (Form #LLP-1) filed and stamped by the Secretary of State.

6. Limited Liability Company (LLC)

Limited Liability Company (LLC) in business less than three months:

- a. Articles of Organization with Operating Agreement **OR**
- b. Statement of Information **and**
- c. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- d. DE-6, if available, or payroll records for 30 days.

If the group has not been in business long enough to provide a DE-6 or 30 days payroll, the following will be required in addition to the above:

- e. Conditions of Enrollment for Start-Up Groups (Form #IS2416).

Limited Liability Company (LLC) in business 3+ months:

- f. DE-6 **and**

If managing members are not listed showing wages on the DE-6, the following will be required in addition to the above:

- g. Blue Cross Sole Proprietor, Partner or Corporate Officer Statement (Form #ME8054) **and**
- h. Current Schedule K-1 (If not available due to the length of time in business or due to having received an extension to file, a Statement of Information or Articles of Organization with Operating Agreement may be substituted.)

Limited Liability Companies established out-of-state will also require a Limited Liability Company Application of Registration (Form #LLC-5) filed and stamped by the Secretary of State.