

Submission Checklist

The following checklist will help you prepare the information needed to provide a proposal.

- **Small employer group:** 2-50 total eligible employees on payroll
- **Large employer group:** 51+ total eligible employees on payroll
- **Census of employees:** Please include DOB, gender, wages, payroll cycle

The following documents will help you prepare to implement a small group policy.

- **Proof of Wages** – Most recent quarterly wage report from the Oklahoma Employee Security Commission (OESC) or other payroll documents. Mark/Indicate employee status as full time, part time, terminated, seasonal etc.
- **Proof of Business** – Required only if a current quarterly OESC wage report is not available
- **Employee Enrollment Applications:** application or declination for each eligible employee is required; employees must complete, sign and date
- **Employer Paperwork-** provided to you by Courtside Benefits Group, LLC