



Regence BlueCross BlueShield of Oregon is an Independent Licensee of the Blue Cross and Blue Shield Association

Regence BlueCross BlueShield of Oregon
Underwriting, MS E8A
100 SW Market Street
PO Box 1271
Portland, OR 97207-1271

Regence BlueCross BlueShield of Oregon (50 or less) Oregon and Clark County Small Group Verification

For Oregon Small Group insurance certain employment documentation requirements exist for new and renewing groups for:

- ◆ Groups with four or less enrolled employees, not including continuation and COBRA enrollees.
- ◆ Groups whose eligible employees are immediate and extended family members.
- ◆ Groups who receive requests from Oregon Small Group Underwriting for additional information or documentation.

Below you'll find a table of requested documents to be submitted as proof of the validity of your business.

- 1) Identify your IRS filing status from one of the four different business entity types.
 - a. If you do not see your business entity type below, submit the standard IRS forms you provide for your tax return.
 - b. If you are a business filing as a Limited Liability Company, see Footnote 2.
- 2) Submit the most recently filed documentation marked with an "X" based on your business entity type.
- 3) You may black out any SSN, pay/wage or income figure(s), but the documentation must clearly reflect names and hours worked as applicable.

Contact your sales team within ten business days of receiving this request if you are unable to provide any requested documentation.

¹ For sole proprietorships, spouses can be considered an employee only if they are receiving W-2 income from the business. In order to be considered a valid employee, the spouse must also work the minimum number of hours specified in the Group Master Application.

² Sole proprietorships, partnerships and corporations may all file as a Limited Liability entity. Provide the standard tax documents related to the business entity.

Documentation Name	Requirements	Type of Business Entity			
		Sole ¹ Proprietorship	Partnership	Corporation	Subchapter S Corporation
Form 132 (Form 5208 in WA) or payroll records (reflecting hours worked)	Provide for all owners and employees. Records are required for all owners and employees whether enrolling or not.	X	X	X	X

If you do not provide the above documentation for all owners and employees you must provide the additional documentation below based on your type of business entity. Records are required for all owners and employees whether enrolling or not.					
Verification of Employment	Provide Verification of Employment Form 5225OR (5225WO in WA).	X	X	X	X
IRS Form 1040	Provide first 2 pages with signature(s), one for each owner or partner. Include Schedule C, E or F as applicable.	X			
IRS Form 1065	Provide first 4 pages with owner's signature. Include Schedule K-1 for each owner.		X		
IRS Form 1120	Provide first 4 pages with owner's signature.			X	
IRS Form 1120S	Provide first 4 pages with owner's signature. Provide 1120S K-1 for each owner as applicable.				X