



Oklahoma Chamber BlueSM

Thank you for your interest in enrolling in the Oklahoma Chamber Blue Association Health Plan. Please see **Oklahoma Chamber Blue Enrollment Guide** for your reference.

The **Enrollment Application** can be used to attain employee enrollee and declination details. Please complete the following documents and provide to statechamber@bcbsok.com:

- **Employer Participation Agreement**
 - **Final Census** (*please make sure to submit this file as an Excel document*)
 - **Master Application** (*please make sure to submit this file as an Excel document*)
 - **Proof of Chamber membership** – A State Chamber membership verification form is sent to each business upon their payment of dues.
 - **Proof of Business** - Examples of acceptable forms of proof of business:
 - Most current quarterly wage report from the Oklahoma Employment Security Commission (OESC)
 - OR-
 - All pages of any of the following documents filed with the state:
 - Articles of incorporation
 - Articles of organization
 - Certificate of organization
 - Certificate of limited partnership
 - Limited liability company organizational documents
 - **Proof of Wages**
Examples of acceptable forms of proof of wages:
 - The quarterly wage report from the OESC
 - OR -
 - The most recent quarterly payroll reports, which must include the company name, and show the number of employees for each month in the prior quarter (at least three months)
 - OR -
 - W-2s for existing employees, or W-4s for new hires (boxes 8 and 10 on each W-4 are required)
- AND the following:
- If census is for 2 individuals or less, then 30 days of payroll is required for any employee not on the wage & tax report. 1099 forms are an acceptable proof of wages for contract workers. Groups must have 1 eligible enrolling employee prior to offering coverage to a 1099 contract workers. If the employer offers coverage to contract workers, these contract workers would follow the same eligibility requirements as W2 employees.
 - On any employee listing (for example, the quarterly wage report) please indicate employees who are part-time, seasonal, or terminated.
- **Oklahoma Chamber Blue Supplemental Employment Verification Form** is required when an owner or other individual is employed, but not listed on the wage report or a payroll report

This information should be sent to statechamber@bcbsok.com in order to continue the enrollment process. Final documentation required to enroll must be received no later than the 15th of the month in order for your coverage to be effective the beginning of the following month. You can also learn more at www.bcbsok.com/statechamber.