



# Proof Of Business & Group Eligibility Requirements

www.hcgaz.com • 602.417.6755 • 800.247.2289 (outside Maricopa County)  
701 E. Jefferson St. • MD 1400 • Phoenix, AZ 85034

A State-Sponsored Health Plan

## NEW & RENEWING GROUPS: ALL REQUIRED INFORMATION MUST BE RECEIVED BEFORE A DETERMINATION OF ELIGIBILITY CAN BE MADE

All applicants must submit the following documents:

1a. Most recent tax return filed (Individual or Corporate Federal Income Tax Return with all Schedules & Attachments)\*:  2008  2009  2010  2011

1b. If the current tax year's return is not yet available, you must also submit:  A valid request for an extension\*\*

2. Current Arizona Sales Tax Returns showing active sales if applicable

3. Please confirm your group's gross revenue has been met:  I have employees and have met this gross revenue: \$15,000/year or \$3,750/quarter  
 I do not have employees but have met this gross revenue: \$10,000/yr or \$2,500/quarter

4a. Proof of employee eligibility:  Tax & Wage statement attached  Employee payroll documenting number of hours worked and paid attached

4b. Please confirm that your employee's income is 20 hours/week= \$7,020/year or \$1,755/quarter:  Yes  No

5. If a license is required for your business, please provide a copy and let us know what type:

Realtor \_\_\_\_\_  Other \_\_\_\_\_

SOLE PROPRIETORS with participating employees, please also submit: 1040 with all Schedules & Attachments

CORPORATIONS, please also submit most recent "corporate" tax return:  1120

S CORPORATIONS, please also submit: 1120-S and all Schedules & Attachments

LLCs, please also submit most recent "corporate" tax return (check one):

1120  1040 with all Schedules & Attachments  1065 with all Schedules & Attachments

PARTNERSHIPS, please also submit most recent: 1065 with all Schedules & Attachments

This checklist was developed to ensure your business provides HCG with the appropriate proof of business and group eligibility forms and information.

Send your proof of business paperwork to:

Healthcare Group Administration  
701 E. Jefferson St.  
MD 1400  
Phoenix, AZ 85034  
(Or Fax to: 602.417.6798)

\*If you are a new business that has not yet filed taxes, please call HCG's new business enrollment department at 602.417.6755, option 3, for information on acceptable proof of business documentation.

\*\*If you have not timely filed your tax return or do not have a valid extension, you are not eligible to enroll.