

**UnitedHealthcare**  
**Michigan 2-50 Enrollment Checklist**

- 1. Completed employer application\* (#320-3812)**
  - 2. Completed employee enrollment forms\***  
**(#320-3816 2-25 eligible ee's)**  
**(#320-3815 26-50 eligible ee's)**
    - All eligible employees working 30 hours or more**
    - Including waivers**
    - Eligible employees in their waiting period**  
**(Within 60 days of eligibility)**
    - Eligible employees on COBRA or State**  
**Continuation**
  - 3. Copy of employers most recent current carrier billing statement (outlining names of covered employees)**
  - 4. Copy of employers most current quarterly wage and tax form MESC 1017**
    - Must be reconciled by Part Time, Full Time, Temporary, Termed and Seasonal Status**
  - 5. Copy of sold rates**
  - 6. Check for first months premium payable to UHC**
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**All items must be received by UnitedHealthcare at least 15 days prior to the effective date to be considered for a 1<sup>st</sup> or 15<sup>th</sup> of the month effective date.**

*\*Applications are valid for 90 days past signature date. Re-signed or re-dated applications are not accepted.*

**UnitedHealthcare**  
**Michigan 50-99 Enrollment Checklist**

- 1. Completed key account employer application\* (#320-3810)**
- 2. Completed key account employee application\* (#320-3814 if replacing employer sponsored plan; #320-3817 if replacing ASO plan or employer did not previously offer coverage)**

**-OR-**

**Completed census enrollment, contact your Account Executive for details**

- 3. Copy of sold rates**
- 4. Check for first month premium payable to UHC**

*\*Applications are valid for 90 days past signature date. Re-signed or re-dated applications are not accepted.*