

Recertification Checklist



1. *Renewal Certification Form*: Sections I and II should be filled out completely.
 - A signature in Section I is only required if there has been a physical address change that should be updated.
 - Section II A & B must both be answered and the name(s) of any related business must be indicated in the space provided.

2. *Proof of Ownership*: Most recent tax form for owner(s).
 - Schedule C, Schedule K1, or 1120S schedule K for all owners of the business and related businesses.
 - Must account for 100% ownership of the business.
 - Must be the most current tax document. If the most current tax document does not reflect the most recent reporting period because there has been an extension filed, a copy of that extension should be included.

3. *Quarterly Tax Report*: Quarterly tax & wage report (TX-17) (and 3 months of payroll reporting, if applicable).
 - Must be the most recent quarterly tax & wage report. If report does not show hours and weeks worked for each employee, you may submit the last 3 months of payroll reports showing hours and weeks worked for each employee.
 - Must indicate the company name.
 - Must indicate the reporting period.
 - New hires – W-4 (should not be older than 90 days) must indicate the hire date.

Recertification Contact Information:

Mail: Small Group Underwriting — Recertification Unit
500 Exchange St.
Providence, RI 02903

Phone: (401) 459-5528

Fax: (401) 459-5445

E-mail: Recertification@BCBSRI.org

For examples of acceptable forms of documentation visit:

<https://www.bcsri.com/understand-my-plan/forms/small-employers>