

SEH Account Installation Checklist

Required for all SEH groups

- AmeriHealth New Jersey SEH Group Application
- NJ Small Employer Certification
- Signed copy of ROAM quote including proposal and reconciliation summary
- Employee Enrollment Form
- Waivers, completely filled out
- First month's premium check

Payroll Documents (one of the following per each employee)

- W-2
- W-4 (for new hires only)
- Schedule C, Schedule K-1 or Schedule F (for owners only)
- CPA letter

Additional documents required for groups 1-4 enrolled

- IRS form WR-30*

If WR-30 is not available please submit:

Proof of Business (one of the following)

- IRS 1040 schedule C (Sole proprietorship or farm)
- IRS 1065 (Partnership)
- IRS 1120 (C corp or S corp)
- IRS 941 (church or non profit)
- IRS 990 (Tax exempt Org.)
- CPA letter on letterhead
- Articles of Incorporation, Certification of Formation, Certification of Incorporation (signed and stamped or receipt with issuing date)
- Business License
- Partnership agreement

*If business address does not appear on WR-30, proof of business address is required.