

## **HIP Sole Proprietor Plan Application Process**

The following application may be completed on your own, or you may call our office to complete over the phone. The deadline for applications is two weeks prior to the intended start date (e.g. 15<sup>th</sup> of month for a 1<sup>st</sup> of next month start date)

Mail signed application along with first month premium made out to:  
United Association of Entrepreneurs or UAE

One check may be submitted covering the first month premium plus the \$35 UAE association membership fee.

Submit application, premium and tax documents to:

Life and Health Quote Corp.

560 Broad Hollow Rd. Ste. 313

Melville, N.Y. 11747

Phone: 631-393-2700

# UAE Enrollment Instructions for HIP

Benefits are available to individual self employed & businesses of 2-50 employee's.

- The **deadline** for submitting new HIP applications to a new or existing group is the **15th day of the month prior to the effective date (NO EXCEPTIONS)**.
- Benefit coverage is **effective** the first of the month and **terminated** the last day of the month.
- All premium checks must be made payable to **UAE** or to the **United Association of Entrepreneurs**.

*REMEMBER: ALL FUTURE PREMIUMS ARE DUE BY THE 15TH OF THE MONTH PRIOR TO EACH MONTH OF BENEFIT COVERAGE.*

**Please submit the following with each enrollment:**

## **UAE Membership Application:**

1. Your UAE membership application **MUST** be completed and signed for either Gold or Affiliate membership. Annual membership dues are \$199 for Gold / \$35 for Affiliate.
2. Please include a separate check with your premium, also payable to **UAE**.

## **Payment Methods:**

Please select either direct billing or electronic billing (ACH) on a monthly or quarterly calendar-year basis.

## **Proof of Prior Coverage:**

Please be sure to submit proof of prior coverage in order to waive any pre-existing conditions and waiting periods. Your previous carrier **MUST** supply you with a certificate when notified of termination of policy.

## **Proof of Business: (All documents MUST be submitted and signed)**

**Please see Documentation Requirements for proof of business status filings.**

## **Change of Status:**

1. You **MUST** notify the UAE office of any change in status within 30 days of the event. (*Marital or childbirth*)
2. Terminations by request **MUST** be in the UAE office 30 days prior.

## **Student Status:**

**You must submit proof of Student dependent status with all applications (see Student Recertification form)**

## **Nonpayment:**

Nonpayment of premiums will result in termination of coverage. Any reinstatements must conform to current UAE/HIP and procedures in effect at that time.

## **Enrollment Checklist: The following MUST be submitted with all applications:**

- HIP Group Application
- Plan Selection
- HIP Employee Enrollment Application
- HIP Participation Agreement
- UAE Membership Application
- UAE Submission Form
- Proof of Student Status (*see Student Recertification form*)
- Check-O-Matic Request Form: If submitting **Check-o-matic**, please attach a voided business check.
- One Check payable to **UAE** for insurance premium and membership
- Proof of Business: (**see attachment for acceptable documentation**)
- Proof of Prior Coverage: In order to waive pre-existing conditions

If you have any questions, please contact UAE's Enrollment Department at:  
(516) 938-9100 or (800) UAE-3393

# United Association of Entrepreneurs



## Enrollment & Renewal Documentation Requirements

In order to Enroll or Renew your policy in compliance with applicable laws and regulations, UAE and all health care providers, require that you provide the most **recent** proof of business filing status. All Eligible businesses must be **actively** in business.

\* **Note:** Applications submitted *without recent* proof of business will **NOT** be processed and *only fully executed* documentation with **signatures** will be accepted.

The following documentation will be required depending on status:

| If Company is Filed as a:            | Required Documentation Needed:  |
|--------------------------------------|---|
| <b>Corporation</b>                   | Form 1120 or 1120S with supporting Payroll Documentation NYS-45, or K-1 accompanied by 1st 2 pages of 1040, & Schedule SE   |
| <b>Partnership</b>                   | Form 1065, with supporting Payroll Documentation NYS-45, or K-1 accompanied by 1st 2 pages of 1040, & Schedule SE   |
| <b>Limited Liability Corporation</b> | LLC agreement and depending on state law, they may file as a Corporation or Partnership. <i>See above guidelines.</i>   |
| <b>Proprietorships</b>               | NYS-45 (indicating all eligible employees), or Schedule C, & Schedule SE accompanied by 1st 2 Pages of 1040. Only owners of a SP can take a draw from the company and still be considered an eligible employee. |
| <b>Sole Proprietors (1099's)</b>     | Schedule C , Schedule SE: Self Employment Tax; accompanied by 1st 2 pages of 1040 Profit or Lost from Business.   |
| <b>Church</b>                        | Form 941 with supporting NYS-45   |
| <b>Husband &amp; Wife Groups</b>     | Same requirements as any Two (2) Life Group. NYS-45 must list both as employees.  |
| <b>Add-on Employee</b>               | Must be on NYS-45; <b>If new employee:</b> A copy of W-4 with current paycheck that shows the front and back.   |

Please submit all documentation to:

UAE  
397 Central Avenue  
Bethpage, NY 11714  
*or...*

**Fax to: (516) 942-8626 or (516)942-8623**

**If you have any questions, please do not hesitate to call us at 1-800-823-3393.**

BE SURE TO MAINTAIN CURRENT COVERAGE UNTIL YOU RECEIVE APPROVAL FROM HIP

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone #: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Total Number of EE's working 20 hours or more a week: \_\_\_\_\_

Total Number of eligible employees: \_\_\_\_\_

Total Number of subscribers enrolling: \_\_\_\_\_

Single: \_\_\_\_\_ Employee/Spouse: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_

Present Insurance Carrier: \_\_\_\_\_

Dates of Coverage: From \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Waiting Period for new employee's \_\_\_30\_\_\_ 60 \_\_\_90\_\_\_ 120 \_\_\_Other

Requested Effective Date: \_\_\_/\_\_\_/\_\_\_

GUIDELINES FOR ALL PLANS

- 1. The employer must be a member in good standing of United Association of Entrepreneurs.
2. All payments must be made to United Association of Entrepreneurs or UAE.
3. All applications must be accompanied by a business check and proof of business status, see documentation requirements.
4. All members must be self employed or have employer/employee relationships.
5. We can not accept enrollments if they are not properly completed, and accompanied by premium payment.
6. Enrollment, changes and cancellations must be in the administrative office at least 15 days prior to effective date.
7. Your premium must be received before the 1st of the month of coverage to avoid termination of coverage.
8. Student dependents must submit proof of student status, see Student Recertification Form

Plan Applied for (Check One Plan) Sole Proprietors & Groups 2-50 Employee's

- 1B - Prime HMO (30/50/1,000/150) with Generic RX only
2B - Prime HMO 30/50/1,000/150 with RX \$20/30/50 \$300 Deductible
3B - Select PPO (30/50/Ded & Coins /150) with Generic RX only
4B - Select PPO ((30/50/Ded & Coins /150) with RX \$20/30/50 \$300 Deductible

All premiums must be made payable to UAE or United Association of Entrepreneurs

The information provided above is true and correct to the best of my knowledge. I understand that coverage and benefits may be affected by failure to provide complete and accurate information. I understand all current employees have the option of joining HIP now, or on my group's annual anniversary date.

Signature of Owner

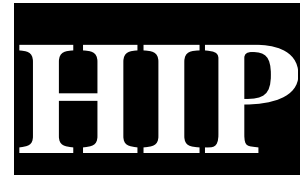
Representative

Date

Representative's Phone Number



**United Association of Entrepreneurs**  
 397 Central Avenue, Bethpage, New York 11714  
 1 (800) UAE - 3393 or (516) 938-9100 Fax (516) 942-8626  
 www.uaebenefits.com



**Company Name):** \_\_\_\_\_  
 (as it appears on Taxes)

**Requested Effective Date:** \_\_\_\_\_

**HIP Sole Proprietor Plan Selection (Check One Plan)**

**Two Tier Plans**

\_\_\_\_\_ #1B Prime HMO (30/50/1000/150) with Generic RX

\_\_\_\_\_ #2B Prime HMO (30/50/1000/150) with RX: \$20/30/50

\_\_\_\_\_ #3B Select PPO (30/50/Ded & Coins/150) with Generic RX

\_\_\_\_\_ #4B Select PPO (30/50/1000/150) with RX: \$20/30/50

| <b>STATUS</b> | <b>Plan #</b> | <b>AMOUNT</b> |
|---------------|---------------|---------------|
| _____ Single  | _____         | = \$ _____    |
| _____ Family  | _____         | = \$ _____    |

TOTAL DUE: \$ \_\_\_\_\_

Please make premium check payable to:  
**UAE or United Association of Entrepreneurs**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Broker's \_\_\_\_\_ Date: \_\_\_\_\_

Name (only if applicable)



# UAE Membership Application

United Association of Entrepreneurs • 397 Central Avenue • Bethpage, NY 11714 • Fax (516) 942-8626



Associations  
Make A Better World

Please Print Clearly

|  |   |                         |
|--|---|-------------------------|
| <u>Company Name:</u>   |   | <u>Employer ID #:</u>   |
| <u>Owner/Officer:</u>  |   | <u>SSN:</u>             |
| <u>Street Address:</u>   |   | <u>Phone:</u>           |
| <u>City, State, Zip:</u>   |   | <u>Fax:</u>             |
| <u>Website:</u>  |   | <u>Email:</u>           |
| <u>Organizational Structure:</u>   | <input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Independent Contractor                |                         |
| <u>Business Classic:</u>   | <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Manufacturing <input type="checkbox"/> Services <input type="checkbox"/> Professional |                         |
| <u>Nature of Business:</u>   |   | <u># of Employees :</u> |
| <p>I hereby certify that I am an entrepreneur, and I would like to become a member of the United Association of Entrepreneurs so that I may take advantage of the many time &amp; money saving benefits available through UAE membership. I am enclosing payment for annual membership dues, as indicated below. I hereby acknowledge and agree that membership dues are on an annual basis and that I will be billed for renewal on my enrollment anniversary. I also acknowledge that, as a member in good standing, UAE will continue to negotiate additional benefits on my behalf and will advise me, as they become available.</p> |   |                         |
| <b>Business Owner's Signature :</b>  |   | <b>Date:</b>            |

## Please Check only one type of membership

|  |                                 |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
|--|---------------------------------|------------------------|------------------------------|-----------------------------|-------------|--------------------|--------------|------------------------|-----------------|---------------------------------|----------------------|-----------------------|----------------------------------|----------|--------------------|----------|---------------------|--|--|
| <input type="checkbox"/> Annual Gold Membership \$ 199 Per Year<br><br><b>Gold Members Receive the following :</b><br><br>Affordable Group Health Plans to choose from<br>Basic listing in our Web Bases Business to Business Website<br>Personalized Certificate of membership<br>Free Business and Personal Checking<br>Full Access to UAE Member's Website<br>Subscription to monthly member to member newsletter & special 10% discount on advertising in member to member newsletter.<br>Access to 120 Benefits and services providing substantial savings in these categories:<br><br><table border="0"> <tr> <td>Banking &amp; Financial Services</td> <td>UAE Group Health Plans</td> </tr> <tr> <td>Business Products &amp; Services</td> <td>Optional Group Health Plans</td> </tr> <tr> <td>Car Rentals</td> <td>Insurance Services</td> </tr> <tr> <td>Dental Plans</td> <td>Miscellaneous Benefits</td> </tr> <tr> <td>Discount Health</td> <td>Payroll Administration Services</td> </tr> <tr> <td>Emergency Assistance</td> <td>Professional Services</td> </tr> <tr> <td>Employee Assistance &amp; Counseling</td> <td>Shipping</td> </tr> <tr> <td>Employer Resources</td> <td>Training</td> </tr> <tr> <td>Website Development</td> <td></td> </tr> </table> | Banking & Financial Services    | UAE Group Health Plans | Business Products & Services | Optional Group Health Plans | Car Rentals | Insurance Services | Dental Plans | Miscellaneous Benefits | Discount Health | Payroll Administration Services | Emergency Assistance | Professional Services | Employee Assistance & Counseling | Shipping | Employer Resources | Training | Website Development |  | <input type="checkbox"/> Annual Affiliate Membership \$ 37 per year<br><br><b>Affiliate Members Receive the following :</b><br><br>Access to selected business benefits, ranging from Credit Union membership to prepaid shipping benefits.<br>Selected Group Health plans to choose from (Atlantis, GHI, MDNY & HIP / Vytra Plans)<br>Free Business and Personal Checking<br>Personalized Certificate of membership<br>Access to UAE's Member Website (Limited time only)<br>Website Development<br>Subscription to monthly member to member newsletter |
| Banking & Financial Services   | UAE Group Health Plans          |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Business Products & Services   | Optional Group Health Plans     |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Car Rentals  | Insurance Services              |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Dental Plans   | Miscellaneous Benefits          |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Discount Health  | Payroll Administration Services |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Emergency Assistance   | Professional Services           |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Employee Assistance & Counseling   | Shipping                        |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Employer Resources   | Training                        |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |
| Website Development  |                                 |                        |                              |                             |             |                    |              |                        |                 |                                 |                      |                       |                                  |          |                    |          |                     |  |  |



Mail or Fax this application back to :  
United Association of Entrepreneurs  
397 Central Avenue  
Bethpage, New York 11714  
Fax (516) 942-8626

|  |
|--|
| Payment Options: <input type="checkbox"/> I have enclosed a business check made payable to UAE   |
| <input type="checkbox"/> Please Charge my: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express |
| _____ Expiration Date ____ / ____  |
| Authorized Signature :   |
| Name as it appears on credit card (please print) :   |

## Below this line is for UAE member Service

|                 |             |
|-----------------|-------------|
| Date Received : | Processor : |
| Status/Action : |             |

# HIP Subscriber/Member Enrollment Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Sex \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 Street Address \_\_\_\_\_ Apt. \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Were you ever a member of HIP?  NO  YES  
 If yes, indicate policy number(s): \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_  
 Marital Status:  Single  Married  Divorced  
 Birth Date: Mo. \_\_\_\_ Day \_\_\_\_ Yr. \_\_\_\_  
 Telephone #: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

**Primary Care Physician:** (not required for EP/PPD members)  
 Physician Name \_\_\_\_\_  
 Physician ID Number \_\_\_\_\_  
**OB/GYN Selection:** (Optional)  
 Physician Name \_\_\_\_\_  
 Physician ID Number \_\_\_\_\_  
**Prior Health Insurance Information**  
 Carrier Name \_\_\_\_\_  
 Coverage Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Coverage End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Qualifying Event:**  Birth/Adoption  Marriage  Loss of Coverage  New Hire  \_\_\_\_\_  
 Are you covered by any other Health Insurance or Medicare?  
 NO  YES If yes, indicate:  
 Insurance Co. Name: \_\_\_\_\_  
 Insurance Co. Telephone #: \_\_\_\_\_  
 Type of Coverage: \_\_\_\_\_  
 Policy #: \_\_\_\_\_  
 Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* If you are enrolling for your spouse and/or children, please list each one below - see Election of Coverage for eligibility**

| Last Name (if different)                  | First Name | Soc. Sec. No. | Sex  | Relationship  | Birth Date                 | Check if disabled        | Primary Care Physician Name/Number (not required for EP/PPD members) | OB/GYN Selection Name/Number (Optional) |
|---|------------|---------------|--|---|----------------------------|--------------------------|--|---|
| SPOUSE                                    |            |               |  |   |                            |                          |  |   |
| _____                                     | _____      | _____         | <input type="checkbox"/> Male <input type="checkbox"/> Female  | <input type="checkbox"/> Wife <input type="checkbox"/> Husband <input type="checkbox"/> Other | Mo. ____ Day ____ Yr. ____ | <input type="checkbox"/> | _____  | _____                                   |
| ADDITIONAL DEPENDENTS (List oldest first) |            |               |  |   |                            |                          |  |   |
| _____                                     | _____      | _____         | <input type="checkbox"/> Son <input type="checkbox"/> Daughter | <input type="checkbox"/> Son <input type="checkbox"/> Daughter                                | Mo. ____ Day ____ Yr. ____ | <input type="checkbox"/> | _____  | _____                                   |

**Prior Health Insurance Information**  
 Carrier Name \_\_\_\_\_ Coverage Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Coverage End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Son  Daughter  
**Prior Health Insurance Information**  
 Carrier Name \_\_\_\_\_ Coverage Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Coverage End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Son  Daughter  
**Prior Health Insurance Information**  
 Carrier Name \_\_\_\_\_ Coverage Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Coverage End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Son  Daughter  
**Prior Health Insurance Information**  
 Carrier Name \_\_\_\_\_ Coverage Begin Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Coverage End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Son  Daughter

**Your signature is required to process this form. Your signature attests that you have read the reverse side of this form**  
 Applicant must sign here: \_\_\_\_\_ Date \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY EMPLOYER/CONTRACTOR GROUP**

Name of Group \_\_\_\_\_ Group Number \_\_\_\_\_  
 Requested Effective Date \_\_\_\_\_ Hire Date \_\_\_\_\_ Employee Title \_\_\_\_\_ Date Submitted to HIP \_\_\_\_\_ Approved by (Representative of Benefits Administrator) \_\_\_\_\_  
**Select One:**  HIP PRIME HMO  HIP access I  HIP PRIME EPO  
 HIP PRIME POS  HIP access II  HIP PRIME PPO  
 HIP SELECT EPO  HIP SELECT PPO  HIP CLASSIC HMO  
**Type of Coverage:**  Individual  Family  Employee & Spouse  Employee & Child

**Instructions to Benefit Administrators or Group Representatives:** For Groups with 50 employees or less, you **MUST** complete Section A on the reverse side of this form. Required documentation **MUST** be attached to this Enrollment Form to be processed.  
 PROCESSED BY \_\_\_\_\_ RECEIVED DATE \_\_\_\_\_ PROCESSED DATE \_\_\_\_\_  
**FOR HIP USE ONLY**

## ELECTION OF COVERAGE

I am enrolling for coverage for myself, my spouse and unmarried children under the age limit shown on the group schedule of benefits who are full time students at an accredited educational institution and who are dependent on me and/or my spouse for support.

If I am required to contribute to the premium for my coverage, I hereby authorize my employer to deduct such contributions in advance from wages due me and to remit same to HIP.

Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime, and shall be subject to civil penalty not to exceed five thousand dollars and the stated value of the claim for each violation.

HIP PRIME POS and HIP<sup>access</sup> II applicants please note that your benefits are provided under two separate contracts: a HIP, HMO contract issued by the Health Insurance Plan of Greater New York and HIP PRIME POS and HIP<sup>access</sup> II contract issued by the HIP Insurance Company of New York. Both contracts will end simultaneously if your HIP PRIME POS or HIP<sup>access</sup> II coverage ends.

### ***The following paragraph pertains to small business groups only.***

I understand that pre-existing conditions will not be covered during the first 12 months of my enrollment under my group's contract. A pre-existing condition is a condition (whether physical or mental) regardless of the cause of the condition, for which medical advice, diagnosis, care or treatment was recommended by a duly licensed medical professional or received within the six (6) month period ending on the enrollment date. Except that, pregnancy is not considered a pre-existing condition and genetic information may not be treated as a pre-existing condition in the absence of a diagnosis of the condition related to such genetic information. HIP will credit the time I/we were covered by the previous policy, provided that the break in coverage under this plan does not exceed sixty-three (63) days, exclusive of any waiting periods. I agree that after enrolled, I will upon request provide HIP and/or my medical group with information on pre-existing conditions and any previous coverage I had. Subject to the applicable State and Federal laws pertaining to pre-existing conditions and creditable coverage, benefits for pre-existing conditions may not be payable for up to twelve months from my effective date under my group's contract.

### **SECTION A**

### **DOCUMENTATION BASED ON GROUP SIZE**

(To be completed by Benefits Administrator)

Group Type (Check One) →

**Sole Proprietorship  
or One Subscriber  
Group**

**Association of  
Two or More  
Employees**

**Small Group -  
Less Than 50  
Employees**

| ACTION<br>Check (✓)One                  | Qualifying Event                     | Documentation Required   |              |  |  |
|---|--------------------------------------|--|--------------|--|--|
| <input type="checkbox"/> Add Subscriber | New Hire <b>or</b><br>Change in Plan | For eligible employees who work more than 20 hours weekly provide a recent Copy of NYS45 showing this subscriber as an employee <b>or</b> copy of Payroll documentation reflecting the date, employee's name and Social Security # <b>and</b> the employee's current year W4 form. | Not Eligible |  |  |
| <input type="checkbox"/> Add Spouse     | Marriage                             | Marriage Certificate   |              |  |  |
| <input type="checkbox"/> Add Dependent  | Birth                                | <input type="checkbox"/> Birth Certificate <b>or</b>   |              |  |  |
|   | Adoption                             | <input type="checkbox"/> Formal Adoption Papers <b>or</b><br><input type="checkbox"/> Court Approved Guardianship Papers   |              |  |  |
| <input type="checkbox"/> Add Spouse     | Loss of Coverage                     | Certificate of Creditable Coverage   |              |  |  |
| <input type="checkbox"/> Add Dependent  |                                      |  |              |  |  |

**Note:** No Retroactive Enrollments will be allowed. Members must be enrolled within 30 days from the Qualifying Event.

**CERTIFICATION OF SOLE PROPRIETOR STATUS  
FOR COVERAGE WITH HIP HEALTH PLAN  
OF NEW YORK**

I, \_\_\_\_\_, hereby affirm that I am self-employed, on a full-time basis, working 20 or more hours a week. As proof of my employment status, I have enclosed a copy of my most recent federal tax return (which includes a completed schedule C). I agree to notify HIP Health Plan of New York (herein after, "HIP") immediately if my circumstances change and I am no longer self employed.

I acknowledge and agree that it is fraudulent act subject to criminal and civil penalties to knowingly and with intent to defraud file an application for insurance (including any supporting certifications) containing any materially false information, or which conceals for the purpose of misleading, information concerning any fact material hereto. I further acknowledge and agree that filing a false or misleading insurance application with HIP or failing to notify HIP if I am no longer self employed shall render any health insurance contract entered into with HIP null and void.

I certify that this certification and my enclosed federal tax return are true, correct and complete.

Signature \_\_\_\_\_

Date \_\_\_\_\_







HEALTH PLAN OF NEW YORK

STUDENT RECERTIFICATION

Subscriber Name: \_\_\_\_\_

Address: \_\_\_\_\_

Dependent Name: \_\_\_\_\_

HIP ID #: \_\_\_\_\_

The dependent whose name appears above will no longer be entitled to dependent coverage under your HIP policy. You may, however, continue to keep the dependent on your policy if she/he is unmarried and either:

- 1. A full-time student at an accredited institution of learning; or
2. Unable to work or support himself/herself because of mental illness, developmental disability, mental retardation or physical handicap. You must submit proof of the disability and/or condition within 31 days.

If one of the above applies, complete BOTH requirements of this letter (Subscriber Attestation and Proof of Status) and mail, along with the appropriate documentation, to:

HIP Health Plan of New York
Attn: Enrollment, Fourth floor
P.O. Box 2794
New York, NY 10117

or fax all documents together, to the attention of: Student Recertification 1-646-447-3089.

To ensure proper recording of this information, indicate the dependent's HIP ID # on all documents faxed.

Failure to return the documentation or completely respond to this letter will result in termination of coverage for the above-named dependent.

If you have any questions, contact our Customer Service department at 1-800-HIP-TALK (1-800-447-8255) Monday through Friday 8 am to 6 pm.

SUBSCRIBER ATTESTATION

- Full-time student? [ ] Yes [ ] No
• Is this dependent handicapped? [ ] Yes [ ] No

I certify that this dependent is an unmarried child currently attending an accredited educational institution.

Subscriber's signature

Date

THIS SECTION TO BE COMPLETED BY THE EDUCATIONAL INSTITUTION ONLY

(or attach certificate from Registrar's Office regarding full-time student status)

PROOF OF STATUS

Name of Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

This is to confirm that \_\_\_\_\_ is registered as a full-time student.

Registrar's signature

Date

