



PROFESSIONAL GROUP PLANS, INC.

Specializing in Employee Benefits

**GHI Small Business Advantage Program
Employee Groups of One
New York
New Business Submission
Checklist**

- ___ **Small Group Application Coversheet**
- ___ **Employer Application**
- ___ **Employee Enrollment Form(s)**
- ___ **Two of the following Tax Documents:**
 - **Schedule C**
 - **Signed SE Self Employment Tax Form**
 - **Form 1120S with K – 1**
 - **Signed NYS-45 Form**
 - **Articles of Incorporation**
- ___ **New Business requires Letter of Certification completed by Attorney or CPA**
- ___ **First Month's Premium Check Payable to:**
GHI (Business Check Required)
- ___ **Forms Must Be Submitted to PGP Office**
8 days prior to the effective date.
If broker is not currently licensed with GHI, Please complete GHI licensing forms and attach a copy of your current New York State Life and Health License.
If you have any questions, please contact your PGP representative.