

Customer Name:
Customer Number:
Policy #s:

For prompt processing, complete all three questions on this paper form.

Remember to sign the document to attest that the information is correct.

Employer Information Form Legally Required Annual Group Size Request

General Guidelines

Count employees using the following procedures:

- An employee is typically any person whose work is controlled and directed by the employer, including the hours worked, projects assigned and the time spent on each project. Employees generally will receive a W-2.
- Employees may work full-time, part-time and on a seasonal basis. Individuals do not have to qualify for medical coverage to be considered employees.
- Include in your employee count individuals who may not always get W-2s, such as owners and partners, so long as there are non-partner employees as well. If the only employees are the partners and their spouses, do not count them.
- **Use whole numbers only** - no decimals, fractions or ranges. Use the number of employees at the end of the month.
- Make sure to count all employees, including those in different locations or divisions.

2016 Average Total Number of Employees:

Calculate your 2016 Average Total Number of Employees

1. List the total number of employees at the end of each month for the 2016 calendar year.
2. Add all the monthly employee totals together and **divide by 12**.

2016 – Average Total Number of Employees (Whole number only): _____

2016 Full Time Equivalent Employees:

A **full-time** employee is one who works an average of 30 or more hours per week. A **part-time** employee is one who works less than 30 hours per week. A **seasonal worker** is one who performs labor or services on a seasonal basis as defined by the Secretary of Labor, including retail workers employed only during the holiday season. *Exclude* seasonal workers who worked 120 days or fewer if that is the **only reason** your group exceeds 100 full-time employees.

Calculate your 2016 Full Time Equivalent Employees

1. For each month of the 2016 calendar year, count all full-time employees.
2. For each month of the 2016 calendar year, count all HOURS worked by part-time employees and divide by 120.
3. Add all resulting figures from line (1) and line (2) together and **divide by 12**.

2016 Full Time Equivalent Employees Total (Whole number only): _____

2016 Average Number of Eligible Employees:

Eligible employees are those individuals who are eligible to enroll in any of the medical plans that you make available to employees, even if they might not be eligible to enroll in a plan you offer through UnitedHealthcare.

Calculate your 2016 Average Number of Eligible Employees

1. For each month of the 2016 calendar year, count the total number of *eligible* employees.
2. Add all monthly *eligible* employee totals from line (1) and **divide by 12**.

2016 Average Number of Eligible Employees (Whole number only): _____

I am a duly authorized representative and confirm in writing that the above information is true, correct and complete to the best of my knowledge or belief.

Name _____ Title _____

Signature _____ Date _____