

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - 4/2010

INCOME TAX

According to our policy 317:35-10-26(b)(1)(A):

(i) The federal or state income tax form **for the most recent year** is used for calculating the income only if it is representative of the individual's current situation.

The individual's business records beginning the month income became representative of the individual's current situation is used if the income tax information does not represent the individual's current situation.

Therefore, we will not be accepting 2008 taxes after **April 15** - for enrollment purposes, to verify current income, individuals must comply with Federal and State law by providing a copy of the 2009 tax return.

EMPLOYER DOCUMENTS WITH NO QHP

When submitting an employer application, all information must be filled in including the Qualified Health Plan (QHP). The application cannot be entered without this information. Submitting an incomplete employer application packet including information on the forms required for approval will not guarantee your group a slot in anticipation for the wait list when we reach our capacity

SIGNED DOCUMENTS

If there is a need to make changes after submitting any signed documents, please submit a change form or submit the change in writing with fax cover sheet. We will not alter signed documents based on information received by phone.

FAX NUMBER: 405-530-3433

When you are submitting documents for your group, please attach a [FAX Cover Sheet](#) and fax all documents to 405-530-3433. Insure Oklahoma will process documents received at our business/agent fax number within 30 days. Please be aware, sending documents to 405-949-9563 may significantly delay processing. Please update your records to reflect our business/agent fax number **405-530-3433**.

Complete list of employer documents

- Employer Application
- Insurance Carrier Invoice

www.insureoklahoma.org



- Rate Sheet
- Agent of Record Form
- Electronic Funds Transfer (EFT) Form and Voided Check
- Staff Listing
- Employer Attestation-Employee Citizenship Form
- Employer Change Form
- Employer Contract
- Open Records Request Form

COLLEGE STUDENT

Any child over 19 listed as a college student must send in a copy of the Free Application for Federal Student Aid-FAFSA form even if we are not providing a subsidy for the student. The student is counted in the household and therefore needs to meet the eligibility requirement of attending an accredited college/university.

