

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - 12/2010

HOLIDAY HOURS - State Agency Will Be Closed

Christmas - Thursday, December 23, 2010 & Friday, December 24, 2010

New Year's - Friday, December 31, 2010

Martin Luther King, Jr. Day - Monday, January 17, 2011

STAFF LISTING FORM (NEW)

There have been some changes made to the [Staff Listing Form](#). Please make sure you print off a new copy for your records/packets. We **MUST** have the questions regarding owners answered in order to proceed with entering an application once received.

SENDING DOCUMENTATION

We prefer to receive invoices and other documentation by email. You may scan the documents and email it to us as an attachment to insureok@okcha.org. If you are unable to email your documentation you may fax it to 405-530-3433.

SELF EMPLOYED

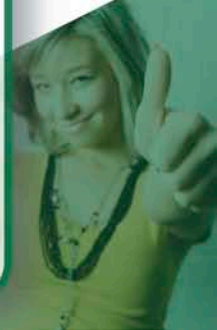
- Agents helping those with the Individual Plan need to be aware that we require certain documentation to establish a person's self-employment when it is not reflected in the federal income tax return. IO must have the intent of the business, including the following documentation.
- Business records including the following:
- Profit and loss statements
- Bank statements
- Copies of checks (if not provided on bank statement)
- Projection letter (if applicable)

This documentation should be for the last two months.

INCOME - OVERTIME, BONUSES, MILEAGE ETC:

The overtime or any other monies should be included in the Year to Date (YTD) gross

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earnings. This can be averaged in with the wages in the following way:

A. YTD earnings divided by number of months (of fractions of a month) YTD earnings cover, multiply by 12. This gives you the annual average wage.

B. Divide the annual average wage by 2080 and this will give you the hourly wage at 40 hours per week

Ex. YTD earnings are \$16,789. Pay end date is 7.18.2010

A. Months in the year past is 6.58 (18 days/31 days in month, $18/31=.58$. So 6 full months have passed plus the $.58=6.58$)

B. \$16,789 divided by 6.58 = \$2551.52 monthly earnings

C. \$2551.52 x 12 = \$30618.24 annual income

D. \$30618.24 divided by 2080 = \$14.72 hourly wage at 40 hours per week

EMPLOYERS DOCUMENTATION - COPIES

Currently we only have one spot to put in a mailing address for employers. Some employers and agents have voiced they would like to receive copies of the documentation sent to the employer. At this time, if an agent would like copies of the documentation sent to the employer, they will need to get copies from the employer. If the agent and employer would like the mailing address changed to the **agent's mailing address**, then the employer would need to list the agents mailing address on the application. This will cause ALL mailings to go to the agents instead of the employer. You can only choose one or the other. Mailing addresses can also be updated with the [Employer Change Form](#).

EMPLOYER VOICE - SMALL BUSINESS

Some Agents have elected to have the agents email address as the contact email for the business. If you are the email contact then it is your responsibility to make sure the Employer is aware of how to receive important program information and updates. If a small business sends in a change form to change the email address, Insure OK will process the change as requested. Employers may receive the Employer Web Alert without a change to the contact information by clicking on the Web Alert icon below.



INTERNET USAGE

When visiting the Insure Oklahoma website, please continue to remind employers and employees to enroll or reenroll with IO with Internet Explorer. Our website is not compatible with Firefox, Safari or other web browsers.

HEALTHCARE: TAX CREDIT

There is a link on the website for small businesses who are interested in finding out more information about the small business healthcare tax credit. It is for information only as Insure Oklahoma is not part of the Small Business Majority advocacy group.

www.smallbusinessmajority.org

