

the VOICE



Providing qualified Oklahomans with access to affordable health care!

Insure Oklahoma Agent Blast - 5/2011
State Office will be closed Monday, May 30, 2011
(Memorial Day)

PROOF OF CITIZENSHIP FOR DEPENDENTS (SPOUSE/CHILDREN)

Employer attestation forms can only be used for employees. The form must be filled out, signed and dated by the employer. The form is a legal document attesting that all employees are citizens of the United States or qualified aliens under the Federal Immigration and Nationality Act and have been a resident for 5 (five) years! The employee's spouse and children will still need to provide one item for proof of U.S. Citizenship and one item for proof of identity. Please access list for [Citizenship Requirements](#).

UPDATE FORMS

Please use the updated forms on the website. We have received outdated forms and this can cause a delay in processing. They can be faxed to 405-530-3433 or emailed to insureok@okhca.org.

- [Agent of Record Form](#)
- [Electronic Funds Transfer \(EFT\) Form](#)
- [Employer Application](#)
- [Employer Attestation-Employee Citizenship Form](#)
- [Employer Change Form](#)
- [Employer Contract](#)
- [Cover Sheet](#)
- [Open Records Request Form](#)
- [Staff Listing Form](#) (We need to know if the business owners are applying)

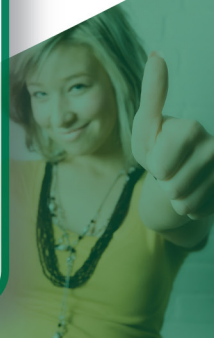
FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

If an FEIN is new or a group has changed FEIN we cannot approve new applications until the employer has filed a contribution report with Oklahoma Employment Security Commission (OESC).

REPORTING INCOME

Income must be reported as gross income before taxes or any other deduction. Gross income must be listed on the Insure Oklahoma application for all household members. (I.e.

www.insureoklahoma.org



Minister's housing allowance count as income and will be listed on their w-2 form)

Please view [Income Fact Sheet](#) for list of earned and unearned income.

