UNITEDHEALTH GROUP®

2-50 New Business Quote Request Form

(**All this information is required to generate a quote from UHC/NHP**)

Group Information

- Group Name
- Address
- Broker Name
- Effective Date
- Average Total Number of Employees (ATNE*****)

Census Information Required

- Enrolling Employees- gender, date of birth, zip code
- Enrolling Spouse- date of birth
- Enrolling Child(ren)- number of children and each child's date of birth

*******PPACA defines the number of employees as "average total number of employees" employed by the company during the preceding calendar year. An employee is typically any person for which the company issues a W-2, regardless of full time, part time or seasonal status or whether or not they have medical coverage.*

To Calculate the Average Total Number of Employees (ATNE)-

1. Add all the monthly employee totals together and divide by the number of months that the company was in business last year (usually 12 months).
2. Consider all months of the previous calendar year regardless of whether the company had coverage with UnitedHealthcare, had coverage with a previous carrier or was in business but did not off coverage
3. Use the number of employees at the end of the month as the "monthly value" to calculate the year average. If the company is a newly formed business, calculate the prior year average using only those months that the company was in business. Use whole numbers only (no decimals, fractions or range)

Example:

Month	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total
EE's	13	13	11	11	9	10	10	10	11	11	11	12	132

Total (Sum of) Employees= 132

Divide Total Employees by Total Number of Months

132/12=11 Average Total Employees Per Month