

## ELIGIBILITY VERIFICATION AUDIT CHECKLIST

Utilize this checklist to confirm your file is ready for submission. This is not a definitive list, and as the review proceeds additional items may be requested.

To expedite our review, please gather and complete all requested documents and provide to Risk Management in a combined submission.

Completed submissions must be received prior to the cancel date listed in the letter. Risk Management cannot review submissions received after the due date.

### ☐ **Employer Information Form**

- ☐ Answered all questions in Section B: Eligibility Requirements
- ☐ Included a valid Email Address
- ☐ Signed and Dated Section C: Certification

### ☐ **Wage and Tax Documentation**

- ☐ Provide a copy of the most recent quarterly wage and tax statement filed with your state
- ☐ Provide alternate documents listed in Section D: Wage and Tax Documentation
- ☐ Provide required Ownership documentation
- ☐ Include the most recent 2 week payroll for new hires

### ☐ **Details written on Wage and Tax Documentation**

- ☐ Appropriate status code listed in the chart below
- ☐ Verify if an Owner
- ☐ Date of hire or termination

**NOTE:** Upon review of submitted documentation, Risk Management may need to ask for additional information not previously requested.