Documents required to install a new group.

**Preliminary Rates:**

- Small Group 1–50 Employer Application
- AHP Employer Participation Agreement
- AHP Certification Form
- Individual Applications and/or UnitedHealthcare New Business Enrollment Spreadsheet
- Wage & Tax Statement and Proof of Ownership documents required for all groups with 2–9 eligible employees. For groups with 10+ eligible employees, a Participation Certification Form is required in lieu of the Wage & Tax Statement

**Sold Exhibit/Quote:**

- Copy of Binder Check:
  - Payable to UnitedHealthcare or UnitedHealthcare Direct Debit Form.
  - Please send only the original binder check to the below address for processing.
  - Include the Tax ID number in the memo section of the check.

  **UHS Premium Billing**
  P.O. Box 94017
  Palatine, IL 60094-4017

  - If using overnight services:

    **UHS Premium Billing**
    Attn: Box 94017
    5505 N. Cumberland Ave. Ste. 307
    Chicago, IL 60656-1471