

SHOP APPLICATION CHECKLIST

Maryland Shop Direct Enrollment Application Checklist

Use this helpful checklist to make sure you are on track for a timely eligibility determination for your business. Please remember that this application is just the first step on the path to receive the Small Business Health Care Tax Credit – the IRS will determine that when you file your taxes. Your SHOP-authorized broker or CPA will be able to provide you with more information on how to connect your small business with this tax credit.

Checklist for the SHOP Employer Eligibility Paper Application:

✓ Have you filled out the contact information thoroughly?

Be sure to fill out STEP 1 completely. We will need a way to contact you in case we need more information about your business.

✓ Have you selected a SHOP-authorized broker?

Under the SHOP Direct Enrollment process, you are required to use a SHOP-authorized broker to assist you with your enrollment in a SHOP-authorized health plan. Please be sure to enter the broker's information in STEP 3 of the application.

If you need help to find a SHOP-authorized broker please call this hotline to have a customer service representative assist you via our Producer Referral Program:

877-304-9934 or **410-268-6877**

Or, use this link for complete database of authorized brokers: marylandhealthconnection.gov/assets/Authorized-Broker-Directory-20140127.pdf

✓ Have you completed Step 4 thoroughly?

Please include the requested information about your employees on the application's roster or on the roster you provide on your own. Do not forget to include their average weekly hours if they are part-time (<30 hours).

✓ Wait for your determination in the mail!

We expect to get back to you with your eligibility determination within five business days. If we need more information for your application, Maryland Health Connection will contact you.

✓ You do not have to wait for your determination to select a plan!

Your SHOP-authorized broker will be able to assist you with plan selection of SHOP-authorized plans at any point during the SHOP eligibility application process, even if you haven't yet received an eligibility determination from us.

✓ Don't forget to mail the application to this address!

Maryland Health Connection
P.O. Box 857
Lanham, MD 20703