



**2010 Required Documentation for New Business**

*Enrollment must be received by the LIA Processing Center no later than the day before the effective date.*

**ATLANTIS Required Documentation:**

- LIA Enterprise Membership Agreement
- Atlantis Enrollment Form
- Tax Documentation, must provide a Schedule C tax form, or another NY State tax document (NYS-45) showing a full-time annual minimum income of \$15,000.
- Must be actively in business with a street address in Manhattan, Brooklyn, Queens, Bronx or Staten Island.
- A CPA letter for a new business.
- Business Check (if not available), a check in the name of the insured.
- The check should include one month's premium, which includes a \$14 monthly billing fee, plus the annual LIA Enterprise Membership Dues of \$50 (which is waived if applicant is a current member).**

**HIP Required Documentation:**

- LIA Enterprise Membership Agreement.
- HIP Enrollment Form.
- Tax Documentation: Both pages of signed 1040 with completed Schedule C or Schedule K-1 with signed form 1065 or 1120S, or a Schedule E, **or current signed NYS-45.**
- Newly formed Businesses: Business Certificate and SS-4 with EIN Number, if SS-4 is not available a CPA letter.
- Newly formed partnership: 1120 with all schedules attached.
- Business Check (if not available), a check in the name of the insured.
- The check should include one month's premium, which includes a \$14 monthly billing fee, plus the annual LIA Enterprise Membership Dues of \$50 (which is waived if applicant is a current member).**

**EMBLEM/GHI Required Documentation:**

- LIA Enterprise Membership Agreement.
- EMBLEM or GHI Enrollment Form.
- Tax Documentation, must Provide **TWO** of the following: A Schedule C, form 1120-S, form 1065 with a Schedule K1, CT-4-S NYS Corp. Franchise Tax Return- short form for small business, Schedule F-Profit and Loss from Farming, current signed NYS-45 or NYS-45-ATT form, Articles of Incorporation, Signed copy of the most recent Schedule SE- Self employment Tax Form.
- Letter of Certification is recommended. (Required if only one of the above-listed tax documents is available.
- HSA Group Set-up Form for HSA Benefits.
- Business Check (if not available), a check in the name of the insured.
- The check should include one month's premium, which includes a \$14 monthly billing fee, plus the annual LIA Enterprise Membership Dues of \$50 (which is waived if applicant is a current member).**

*Please note that all sole proprietors must submit current and complete tax documentation.*

**Submit to your General Agent or:  
LIA Enterprise Membership Enrollment Processing Center  
48 South Service Road, Suite 301  
Melville NY 11747  
1-800-431-1290**