



## 40 Square Health Plan

### New Prospect/Group Paperwork and Processes

#### Get Estimate (2 options)

- Go to [www.40Square.coop](http://www.40Square.coop) to access the self-service Estimate Tool or,
- Complete the 40 Square Health Plan Census Intake Form (Excel File). Submit completed census to [quotes@40Square.coop](mailto:quotes@40Square.coop) for estimate. Please allow 1 – 2 business days for a response.

Note: Estimate is not required to obtain a health plan proposal.

*Disclaimer: An Estimate is not a binding health plan proposal. Full medical questionnaires are required, for all employees intending to enroll, to obtain a binding health plan proposal.*

#### Get Underwritten Proposal – Submit below documents to receive a proposal.

- 40 Square Health Plan Census Intake Form (Excel File) – Please include those covered by any continuation coverage, such as COBRA.
- 40 Square Medical Questionnaire – must be completed by all employees intending to enroll. Please be certain all forms are completed in their entirety, signed and dated. Incomplete forms may cause a delay in processing time.
- Requires 50% participation of all eligible employees who do not have other qualifying coverage.

Submit completed forms to [quotes@40Square.coop](mailto:quotes@40Square.coop) for proposal. Please allow 3 – 5 business days for a response.

#### Registration and Enrollment

**Stop: Upon enrollment if quoted membership changes more than 10% from the original quote, the plan reserves the right to requote. Please contact your agent or 40 Square if you believe this to be the case.**

- Signed final proposal
- Employer Group Application
- Employee Enrollment Forms and waivers for all eligible employees including those in their waiting period and those covered by any continuation coverage, such as COBRA must be included for both quoting and enrollment.
- Banking/ACH Information
- 40 Square Health Plan Trust Participation Agreement
- 40 Square Membership Agreement and Terms
- W-9

All forms and fields must be completed, signed and submitted to [quotes@40Square.coop](mailto:quotes@40Square.coop). Scanned/emailed signed copies are acceptable. Please allow 10 to 14 business days for registration and enrollment to be completed. ID cards will mail directly to the member's home once enrolled.

#### Submit New Prospect/Group Paperwork to:

40 Square Health Plan  
4011 34th Ave S., Suite 148  
Bloomington, MN 55425  
Email: [quotes@40Square.coop](mailto:quotes@40Square.coop)

For additional information and inquiries, please contact us directly at 844-205-9579.