



INSTRUCTION SHEET

Oxford* New Jersey Small Group Tax Form Submissions

As part of the group enrollment process, we require Oxford New Jersey small groups submit tax documentation to verify that the group meets the eligibility requirements for health care coverage.

We require **the most recent copy** of your state **Quarterly Wage and Tax Report (QWR)**. If your company does not file a Quarterly Wage and Tax Report (QWR) or you have employees or owners who are not listed on the QWR, please submit the following tax documentation where applicable:

Official Group Filing in New Jersey	Required Documents
Sole Proprietorship	Schedule C (Form 1040) or Schedule F (farms)
C-Corporation	Form 1120 (pages 1-2); include Schedule K5 or Form 1125-E or Schedule G to identify owner(s), and WR-30 .
S-Corporation	Schedule K1 (Form 1120S) and WR-30 for existing employees
Existing Partnership	Schedule K1 (Form 1120S) listing the names of eligible partners and WR-30
Limited Liability Company (LLC)	Appropriately filed IRS schedule(s)
Group that filed a consolidated tax return as an affiliated group	Copy of most recent IRS Form 851
New Hires	Most recent two-week payroll report . Exception for new business: On an exception basis, we will allow a group to provide a W-4 if the new hire date is within two weeks of the effective date of coverage. Additional documentation for new hires may be subsequently requested.
Contracted Employees	Form 1099 for all contracted employees for whom you offer coverage

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