

STEP 1

To verify eligibility for CCSB:

You must provide the following:

You are a:	And have been in business for:	You must provide the following:		
		Document 1 (Choose one)	Document 2 (Choose one)	Document 3 (Choose one)
<input type="checkbox"/> Sole Proprietor Sole Proprietors are eligible for coverage through CCSB if they have eligible employees.	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Local Business License or <input type="checkbox"/> Fictitious Business Name Filing	<input type="checkbox"/> DE-9C or <input type="checkbox"/> Payroll Records for 30 Days	
	<input type="checkbox"/> 3 months or more	<input type="checkbox"/> Schedule C or <input type="checkbox"/> Local Business License or Fictitious Business License	<input type="checkbox"/> DE-9C and <input type="checkbox"/> Schedule C (if owner is enrolling)	
<input type="checkbox"/> Corporation	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Articles of Incorporation (Filed and Stamped)	<input type="checkbox"/> DE-9C or <input type="checkbox"/> Payroll Records for 30 Days	<input type="checkbox"/> Statement of Information (if Officers are offered coverage and not listed on DE-9C) or <input type="checkbox"/> Corporate Meeting minutes listing all officers names
	<input type="checkbox"/> 3 months or more	<input type="checkbox"/> DE-9C	<input type="checkbox"/> Statement of Information (if Officers are offered coverage and not listed on DE-9C)	
<input type="checkbox"/> Partnership	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Partnership Agreement	<input type="checkbox"/> Federal Tax ID Appointment letter	<input type="checkbox"/> DE-9C or <input type="checkbox"/> Payroll records for 30 days
	<input type="checkbox"/> 3 months or more	<input type="checkbox"/> DE-9C	<input type="checkbox"/> Current Schedule K-1 (if Partners are not listed on DE-9C) or <input type="checkbox"/> Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available yet)	
<input type="checkbox"/> Limited Partnership (LP)	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Partnership Agreement	<input type="checkbox"/> Federal Tax ID Appointment letter	<input type="checkbox"/> DE-9C or <input type="checkbox"/> Payroll records for 30 days
	<input type="checkbox"/> 3 months or more	<input type="checkbox"/> DE-9C (Limited Partners of a LP are not eligible for coverage unless they appear on a DE-9C)	<input type="checkbox"/> Current Schedule K-1 (if General Partners are not listed on DE-9C) or <input type="checkbox"/> Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available yet)	
<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Partnership Agreement or <input type="checkbox"/> Federal Tax ID Appointment letter	<input type="checkbox"/> DE-9C or <input type="checkbox"/> Payroll Records for 30 Days	
	<input type="checkbox"/> 3 months or more	<input type="checkbox"/> DE-9C	<input type="checkbox"/> Current Schedule K-1 (if Partners are not listed on DE-9C) or <input type="checkbox"/> Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available yet)	
<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Less than 3 months	<input type="checkbox"/> Articles of Organization with Operating Agreement or <input type="checkbox"/> Statement of information	<input type="checkbox"/> DE-9C or <input type="checkbox"/> Payroll Records for 30 Days	
	<input type="checkbox"/> 3 months or more	<input type="checkbox"/> DE-9C	<input type="checkbox"/> Current Schedule K-1 for partnership or a Schedule C for sole proprietorship (if managing members are not listed showing wages on DE-9C) or <input type="checkbox"/> Statement of Information or Articles of Organization with Operating Agreement (if no Schedule K-1 or Schedule C)	

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