



109 Rykowski Lane  
Middletown, NY 10941

1•844•638•6506  
CrystalRunHP.com

### **Crystal Run Health Plan – Small Group New Business Checklist**

- ❑ **Group Application**
- ❑ **Enrollment Forms**
- ❑ **Current Mandatory Tax Documents, such as:**

**NYS-45 with eligible employees listed.**

**If an employee is not listed please  
Submit copy of the employee's W-4.**

**For partnerships, K-1 for each partner, Schedule 1120- S, Schedule E, or  
Schedule F. Schedule C, if the owner is not listed on the NYS-45.**

**If a business is new and no tax documents are available, have CPA write a  
letter verifying the NYS business and full-time employment. Submit W-4s.**

- ❑ **Copy of Plan Design including rates. Sign rate sheet or enclose quote with the  
rates circled.**
- ❑ **First Month Binder check**

Paperwork Deadline: completed paperwork must be received by Crystal Run Health Plans  
by the 25<sup>th</sup> of the **prior month** of the requested effective date.

Please fax, email or mail completed paperwork and binder check via:

Fax to: (845) 703-3912; Attn: Ernie Richardson

Email to: [erichardson@crystalrunhp.com](mailto:erichardson@crystalrunhp.com)

Mail to: Ernie Richardson  
Crystal Run Health Plans  
109 Rykowski Lane  
Middletown, NY 10941

Please direct any questions or concerns to Ernie Richardson at (845) 703-6999 extension  
14512.