

Marketplace Application Checklist *if you own or operate a small business and you:*

- Want to offer coverage to your employees using SHOP
- Have 50 or fewer full-time equivalent employees (100 or fewer in Hawaii)

The Small Business Health Options Program (SHOP) is a new program that simplifies the process of buying health insurance for your small business.

When you use SHOP, you'll need certain information about your business to fill out the application. Use the checklist below to help you get ready.

- ☐ Employer Identification Number
- ☐ Tax ID
- ☐ Number of employees
- ☐ Date of birth for all employees (and their dependents, if you plan to offer dependent coverage)

You can apply for 2014 coverage as soon as October 1, 2013.

Stay up-to-date about the Marketplace. Visit HealthCare.gov/subscribe to get email or text updates that will help you get ready to apply.

