

Forms validation matrix

Help avoid processing delays by using the most current forms. Forms not listed on this matrix are outdated and won't be accepted for processing.

Project tracking number can be located on the lower left-hand corner of the last page of the form document. Online forms: account.kp.org/business/forms-and-documents

Form name	Version	Project #
Broker of Record Authorization (Existing Groups)	Aug 2023	1172905048
Census, Broker	Jan 2022	771851127
Census, Employer†	Jan 2017	60515208
Change of Ownership Subscriber Transfer†	Jul 2022	840503558
Contact Change Request	May 2023	1107233996
Customer Name or Address Change Request	Jun 2023	1149588500
Declination of Coverage (Employer Attestation)	Jul 2021	616048582
Declination of Coverage - Chinese	Jul 2021	647536061
Declination of Coverage - Spanish	Jul 2021	647529553
Declination of Coverage - Vietnamese	Jul 2021	647540448
Electronic Transfer for Payment	Jan 2022	718140143
Employee Dependent Change	Jan 2020	368443377
Employee Dependent Change - Chinese	Jan 2020	396349415
Employee Dependent Change - Spanish	Jan 2020	396347793
Employee Dependent Change - Vietnamese	Jan 2020	577151870
Employee Enrollment	Jan 2022	718148050
Employee Enrollment - Chinese	Jan 2022	761156839
Employee Enrollment - Spanish	Jan 2022	761071638
Employee Enrollment - Vietnamese	Jan 2022	761157499
Employee/Dependent Change	Jan 2020	368443377
Employee/Dependent Change - Chinese	Jan 2020	396349415
Employee/Dependent Change - Spanish	Jan 2020	396347793
Employee/Dependent Change - Vietnamese	Jan 2020	577151870
Employer Application - 2024*	Jan 2024	1100351507
Employer Application - 2023*	Jan 2023	988477877
Employer Attestation for COBRA Cal-COBRA & TEFRA Status	May 2023	1107244142
Employer's Confirmation of Workers' Compensation	Jan 2020	380767749
Grandfathered (Nonmetal) Health Plan(s) Status†	Jan 2020	380765396
Group Termination Request†	Jul 2021	669067805
New Employee Eligibility	Jul 2020	488012023
Owner/Officer Eligibility Statement	Jan 2020	365803302
Participation and Contribution Attestation	Jan 2020	380762202
Payroll Attestation	Jul 2022	840511615

Plan Add/Change Request - 2024	Jan 2024	1176862714
Plan Add/Change Request - 2023	Jan 2023	989257938
Primary Administrator Online Access	Jan 2020	422507680
Renewal Date Change Request (Existing Groups)†	Jul 2022	858565837
Renewal Date Change Request (New Groups)†	Jul 2022	870373654
Special Open Enrollment Request†	Jul 2021	616051370
Subscriber Termination, Transfer, and Reinstatement	Jan 2022	718146557
Waiver of Coverage	Jun 2023	1135919313
Waiver of Coverage - Chinese	Jun 2023	1137311476
Waiver of Coverage - Spanish	Jun 2023	1137270285
Waiver of Coverage - Vietnamese	Jun 2023	1137316360

† Not accessible on account.kp.org. Contact our Small Business Account Management Support Team at **800-790-4661, option 3** for consultation.

* Select the correct Employer Application for the correct plan year.

- 2023 Employer Application is valid through the **December 2023 effective date**.
- 2024 Employer Application is not valid until the **January effective date**.