



### **CHECKLIST: Preparing to SHOP for Health Insurance on the Marketplace**

Under the Affordable Care Act, small employers now have several new options available to them for providing high quality health insurance plans. If you are considering using the Marketplace and would like to explore plans and determine if you are eligible for a Premium Tax Credit – consider meeting with a Registered Marketplace Broker. Brokers have the knowledge and expertise to assist you in creating a strategy, and ultimately making the right decision for you and your employees. In addition – they can be a valuable resource in ongoing support and trouble shooting after the initial enrollment period. To make sure that you can get the information you need to make the right decision for yourself and your employees – the following checklist can help you prepare. A search tool for finding registered Brokers in your area can be found at <http://getcoveredillinois.gov/get-help/>

#### **Information to Bring With You – About Your Company**

- Basic facts – company name, address, Tax ID #
- Details you have regarding the premium you currently pay (i.e. a monthly bill)
- Current health insurance plan information (Summary of Benefits or Renewal)

#### **Information to Bring With You – About Your Employees**

- A list of ALL current employees– including names, birthdates,
- If offering dependent coverage – names, birthdates (if available)
- Most recent payroll report

#### **Things to Consider**

- What is important to YOU when choosing a Health Insurance Plan
- Do you have a budget allocated to contribute to an employee’s plan
- Will you need assistance with setting up Pre-Tax Payroll deductions?
- Do you have high turnover – will you need ongoing assistance with employee education and enrollment?