Required Documentation for New York Groups of One and Sole Proprietor Business

We will accept applications from sole proprietors and S-Corporations with one eligible employee who is able to submit the following documentation and meet the standards outlined below:

Business Organizations in Operation More Than 12 Months

Instructions for Sole Proprietors:

1) Provide at least one of the following from most recent tax year:
- Schedule C – Profit & Loss From Business (Sole Proprietorship)
- Schedule C-EZ – Net Profit From Business (Sole Proprietorship)
- Schedule F – Profit & Loss From Farming

2) Provide a current signed copy of first two pages of U.S. Individual Tax Return Form 1040
- Any W-2 forms reported on the sole proprietor's 1040 must be submitted.
- Gross income from Schedule C, C-EZ or F must exceed any W-2 income the applicant may have received.

3) Sign our Sole Proprietor and Group of One Attestation Form

Instructions for Corporations that have elected to be taxed as S-Corporations:

1) Provide an IRS Form 1120-S – Income Tax Form for S Corporations

2) Provide a Schedule K-1
- Schedule K-1 must show 100% ownership (i.e. sole S-Corp shareholder) for prospective insured.

3) Provide a W-2
- Received by the shareholder-employee from the S-Corporation under which group coverage with us is sought. In addition, if applicable, S-Corporation shareholder must provide any other W-2s reported on their 1040 from other business organizations.
- Gross income from IRS Form 1120-S must exceed any W-2 income the applicant may have received from other business organizations.

4) Provide current signed copy of the first two pages of the U.S. Individual Tax Return Form 1040 and Schedule E (if applicable) for the S-Corporation shareholder who seeks coverage.

5) Sign the Oxford Sole Proprietor and Group of One Attestation Form

Business Organizations in Operation Less Than 12 Months

1) Provide the following:
    - Certificate of Incorporation (for S-Corporations only)
    - NYS Business License (if applicable)
    - Copy of Business Bank Statement (for Sole Proprietors only)

2) Sign the Oxford Sole Proprietor and Group of One Attestation Form

Oxford reserves the right to modify the above eligibility requirements and required documentation.