



**Overview**

This quick reference guide displays the required documents a New Business Employer Group must submit to determine eligibility for each individual business type. These documents must be submitted with the employers Covered California for Small Business application.

**Sole Proprietor**

In Business Less than 3 months	In Business More than 3 Months
<b>Document 1)</b> Local Business License, <b>or</b> Fictitious Business Name Filing, <b>and</b>	<b>Document 1)</b> Schedule C, <b>or</b> Local Business License <b>or</b> Fictitious Business License, <b>and</b>
<b>Document 2)</b> DE-9C, <b>or</b> Payroll Records for 30 Days	<b>Document 2)</b> DE-9C, <b>and</b>
	<b>Document 3)</b> Schedule C (if owner is enrolling)

**Corporation**

In Business Less than 3 months	In Business More than 3 Months
<b>Document 1)</b> Articles of Incorporation (Filed and Stamped)	<b>Document 1)</b> DE-9C
<b>Document 2)</b> DE-9C, <b>or</b> Payroll Records for 30 Days	<b>Document 2)</b> Statement of Information (if Officers are offered coverage and not listed on DE-9C)
<b>Document 3)</b> Statement of Information (if Officers are offered coverage and not listed on DE-9C), <b>or</b> Corporate Meeting minutes listing all Officers names	

**Partnership**

In Business Less than 3 months	In Business More than 3 Months
<b>Document 1)</b> Partnership Agreement	<b>Document 1)</b> DE-9C
<b>Document 2)</b> Federal Tax ID Appointment letter	<b>Document 2)</b> Current Schedule K-1 (if Partners are not listed on DE-9C), <b>or</b> Partnership Agreement <b>and</b> Fed Tax ID Appointment letter (if Schedule K-1 not available)
<b>Document 3)</b> DE-9C, <b>or</b> Payroll records for 30 days	

**Limited Partnership – LP**

In Business Less than 3 months	In Business More than 3 Months
<b>Document 1)</b> Partnership Agreement	<b>Document 1)</b> DE-9C (Limited Partners of a LP are not eligible for coverage unless they appear on DE-9C)
<b>Document 2)</b> Federal Tax ID Appointment letter	<b>Document 2)</b> Current Schedule K-1 (if General Partners are not listed on DE-9C), <b>or</b> Partnership Agreement <b>and</b> Fed Tax ID Appointment letter (if Schedule K-1 not available)
<b>Document 3)</b> DE-9C, <b>or</b> Payroll records for 30 days	



**Limited Liability Partnership – LLP**

<b>In Business Less than 3 months</b>	<b>In Business More than 3 Months</b>
<b>Document 1)</b> Partnership Agreement, <b>or</b> Federal Tax ID Appointment letter	<b>Document 1)</b> DE-9C
<b>Document 2)</b> DE-9C, <b>or</b> Payroll Records for 30 Days	<b>Document 2)</b> Current Schedule K-1 (if Partners are not listed on DE-9C), <b>or</b> Partnership Agreement and Fed Tax ID Appointment letter (if Schedule K-1 not available)

**Limited Liability Company – LLC**

<b>In Business Less than 3 months</b>	<b>In Business More than 3 Months</b>
<b>Document 1)</b> Articles of Organization with Operating Agreement, <b>or</b> Statement of Information	<b>Document 1)</b> DE-9C
<b>Document 2)</b> DE-9C, <b>or</b> Payroll Records for 30 Days	<b>Document 2)</b> Current Schedule K-1 for Partnership or a Schedule C for Sole Proprietorship (if managing members are not listed showing wages on DE-9C), <b>or</b> Statement of Information or Articles of Organization with Operating Agreement (if no Schedule K-1 or Schedule C)