

## CHECKLIST What You Will need to complete your application



### You will need the following:

1. For each person in your tax household name, date of birth, Social security or ITIN (Individual Tax Identification Number) number and the name exactly as it is written on the document. You can upload a copy of the card using the link provided or you can text me a picture of the card.
2. Your full street address, phone number and email address
3. For everyone who is not a citizen you will need a copy of one of the following that applies to them, their Permanent Resident Green Card (back and front), Work Permit (back and front) Certificate of Citizenship or Naturalization (front only). You can use the secure link provided to send me a copy or send a picture via text
4. Race and nationality “your country of origin” (Maryland Health Connection says it's optional but if you don't fill in that section it will not let you move forward with the application)
5. Estimated annual income for all wage earners. *\*(ICHRA employees see note below)*
6. Name and phone number of the Employer(s) for each wage earner
7. A copy of your 2 most recent pay stubs, your latest tax return or W-2 to assist with estimating your income
8. Your tax filing Status for the past 3 years, Single, Married filing jointly, Married filing separately, Head of Household.
9. Marital Status: Single never married, Married, Widowed, or Divorced.
10. If married you will need to provide your spouses information.

You can send me everything via text message at 571-636-9366 or via the secure document upload link.

If I assist you with completing the application you will need to be present for the ID verification process for the application. I can fill the rest out after that time. Then I will help you to make your final health insurance choice.

If you self submit your application you will need all of the above to complete your application.

\* Numbers 5-10 only apply to applicants not seeking financial assistance or who are receiving a QSEHRA from their employer. If you are receiving an ICHRA and choose to use it instead of receiving a subsidy (government financial assistance to help pay your premiums), if you know you will choose to use the ICHRA reimbursement numbers 5-10 do not apply to you. You can choose that you are not seeking financial assistance on your application. If you choose that you are seeking financial assistance you will be prompted to answer all financial questions. If you have other family members applying for insurance on your application who do not have another offer of insurance you can choose that you are seeking financial assistance to see if they may qualify.

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