

# Group Size Full-Time Equivalent (FTE) Submission Form

## INSTRUCTIONS

Submit this form using one of the following methods:

- **Groups:**
  - Return the completed form to your broker.
  - Enter FTE data on the *Employer Portal*, along with an uploaded image of this form.
  - Fax this form directly to CareFirst BlueCross BlueShield or CareFirst BlueChoice, Inc. (CareFirst) at 443-753-2060 or email to [MyGroupFTECount@CareFirst.com](mailto:MyGroupFTECount@CareFirst.com).
- **Brokers:**
  - Return the completed form with your paperwork to CareFirst.
  - Enter FTE data into *Broker Express* or the *Broker Portal*, along with an uploaded image of this form.

## CALCULATING FTE EMPLOYEES (GENERAL INSTRUCTIONS)

- An employee is any person whose work is controlled and directed by the employer, including hours worked, projects assigned and the time spent on each project. Employees will generally receive a W-2.
- Employees may work full-time, part-time or on a seasonal basis. Individuals do not have to qualify for medical coverage to be considered employees.
- There are special rules regarding whether to include employees who do not receive W-2s. Please reference the Internal Revenue Service (IRS) guidelines linked at the end of this page or discuss with your tax or legal advisor.
- **Use whole numbers only**—no decimals, fractions or ranges. Use the number of employees at the end of the month.
- Make sure to count all employees, including those in different locations or divisions. A **full-time** employee is one who works an average of 30 or more hours per week. A **part-time** employee is one who works less than 30 hours per week. A **seasonal worker** is one who performs labor or services on a seasonal basis as defined by the Secretary of Labor, including retail workers employed only during the holiday season.
- Be sure to use FTE data from the previous year. For example, groups renewing in 2019 should use 2018 FTE data:
  1. For each month during the calendar year, count all full-time employees.
  2. For each month during the calendar year, count all hours worked by part-time employees and divide by 120.
  3. Add the number from line (1) to the number from line (2) and **divide by 12**.
  4. **Enter that number as a whole number below. This is your group's total FTEs for the appropriate calendar year. You must also complete the rest of the information required below.**

## IMPORTANT: A GROUP OR BROKER REPRESENTATIVE MUST SIGN THIS DOCUMENT TO ATTEST THAT THE INFORMATION IS CORRECT.

<i>I am a duly authorized representative and confirm in writing that the information entered here is true, correct and complete to the best of my knowledge or belief.</i>	Date
Signature	
By checking this box, I consent to use this as my electronic signature for this document.	
Print Name and Title:	
Group Name:	Group Number:
Calendar year (Example: 2019): <i>FTE data must be calculated using employee count from the calendar year preceding your upcoming effective date.</i>	Total FTEs:

You must ensure submitted data is in full compliance with all applicable federal rules and regulations. You should consult your tax or legal advisor. The following hyperlinks may be useful:

[Internal Revenue Service](#)

[Federal Register](#)