

# Beneplans

## Employee Census Instructions

- Open file as a pdf.
- Please complete all Company information fields.
- List all eligible full-time employees.
- Include spouse and children to get quotes for dependents.
- Dependent children may be covered up to age 26.
- Include home zip code for each employee.
- Minimum of 2 employees to establish a group health plan.
- Download additional forms if needed to add more employees.

To submit:

1. Save completed census form as an adobe pdf.
2. Send census forms to [steven@beneplans.com](mailto:steven@beneplans.com)

Questions? Please call us at 770-271-4014.



