



BlueCross BlueShield of Texas

Experience. Wellness. Everywhere.™

Texas Supplemental Employment Verification

To be used with the TWC report or other proof of wages documentation

Employer's Name

SIC Code

Employer's Address

City

State

ZIP Code

- Proof-of-wages documentation is required when enrolling new small groups. We encourage employers to submit the most recent quarterly Wage and Tax Report (commonly referred to as the TWC report). If a current TWC report is not available, we will accept other types of documentation as described in our Broker Tips guide.
- You must submit this form (Texas Supplemental Employment Verification-TSEV) when you have hired or are compensating employees other than those found on your proof-of-wages documentation.
- On your proof-of-wages documentation, please mark each employee listed with the appropriate status code from the list below.
- Additionally, the status codes below should be used on page 2 of this form.

Each full-time employee must complete an enrollment application indicating whether they are requesting or declining coverage.

STATUS CODES

- F Full-time employee who works 30 or more hours per week
- P Part-time employee who works less than 30 hours per week
- I Independent contractor
- O Owners, partners and officers
- S Seasonal employee or temporary employee
- D Totally disabled employee
- C Continued employee under state or federal law
- T Terminated employee no longer employed by the company
- W Full-time employees in waiting period

EMPLOYEES NOT LISTED ON THE TWC REPORT OR OTHER PROOF OF WAGES DOCUMENTATION

On page 2 of this form, please list the following persons employed by you:

- New employees who work a minimum of 30 hours per week
- Owners, partners and officers
- Independent contractors
(List only if offering coverage. It is not necessary for you to offer coverage to independent contractors; however, you must offer coverage to all independent contractors who work for you if you wish to cover any independent contractors.)
- Other
(Please define employees who fall into this category so BCBSTX may determine if they are eligible for coverage.)

These persons must be listed even if they decline coverage.

