

Need health insurance for your employees?

A **step-by-step** guide on enrolling your employees in an affordable health plan. Businesses and nonprofit organizations can sign up at any time of the year

Maryland Health Connection for Small Business is the only place where small businesses may qualify for a federal tax credit to lower the cost.

Why enroll?



Retain talented employees

- Be competitive with other employers
- Employees see the value of their employer-provided insurance



Get savings for you and your employees

- Your business may be eligible for federal tax credits. Claim the deduction on taxes paid on plan premiums for health insurance, vision, and dental
- Give employees a tax break because their portion of their health insurance premium is paid pre-tax, lowering their income tax bill*



Get peace of mind

- All plans have been certified by Maryland Health Connection and cover essential health benefits



Have flexibility

- You can choose to contribute to your employees' premiums through fixed percent or fixed dollar amount
- Employees can choose from multiple insurance companies

**Employer must adopt a Section 125 plan*

To be eligible to participate you must:

- ☒ Have a principal business address within Maryland
- ☒ Have at least one employee on payroll
(not including a business owner or family member)
- ☒ Employ 50 or fewer full-time-equivalent employees (FTEs)
- ☒ Offer coverage to all FTEs
- ☒ Meet all compliance requirements as a plan sponsor

How do I enroll?

There are two ways your employees can enroll in health coverage.

01

Business enrolls in a traditional group plan.

- 1 Apply online at MHCSmallBiz.MarylandHealthConnection.gov. You can expect a response from Maryland Health Connection regarding your business' eligibility within 2 business days.
- 2 Select a MHC-authorized broker to assist you. These licensed professionals provide free help choosing a plan that works for your business.
- 3 Your broker will help you complete enrollment and be your free resource for information throughout the year.

02

Employees enroll through the individual marketplace.

- 1 Employees apply online at MarylandHealthConnection.gov during the annual enrollment period beginning **November 1st**.
- 2 Or, employees may enroll any time of the year if they qualify for a special enrollment period. Life events that qualify as special enrollment periods include:
 - Move to Maryland, and some moves within the state
 - Certain changes in income
 - Certain losses of other health coverage
 - Get married or divorced
 - Have a child, adopt a child, or place a child for adoption or in foster care
 - Turn 26 years old and no longer covered on parent's health insurance policy




For a full list of qualifying life events visit
MarylandHealthConnection.gov/special-enrollment.

How do I get savings?

The Small Business Health Care Tax Credit is available for plans purchased through Maryland Health Connection for Small Business and may be claimed for any two consecutive years.

Up to 50 percent of your contribution to employee premiums (or 35 percent for a tax-exempt small employer) may be covered by the tax credit. Tax credit eligibility is determined by the IRS.

Maryland small businesses and tax-exempt organizations may qualify for the Small Business Health Care Tax Credit if they:

-  **Buy group health insurance coverage through Maryland Health Connection for Small Business**
-  **Have fewer than 25 full time-equivalent (FTE) employees**
 - You could still qualify with 25 or more employees, if some are part-time
 - Total FTEs don't include the owner or owner's spouse or family members
-  **Pay an average annual salary of \$62,000 or less in 2023 (Adjusts for inflation annually)**
 - This average excludes wages for owner and owner's spouse or family members
-  **Contribute at least 50 percent toward employee-only health insurance premiums**
 - Amounts paid toward dependent coverage, if offered, also may be included in this total

We're here to help



MHCSmallBiz.MarylandHealthConnection.gov



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