

Small Group Enrollment Checklist

Below are the items needed to enroll your group in a Washington Dental Service dental plan. In order to process your group, we need the following:

Employer Paid Plans Premier & PPO (5 - 99 employees)

- Completed and signed Small Group Master Application: Form #WDS-ASGDC-0511
- A check from the group for the first month's premium made payable to Washington Dental Service
- Completed and signed Employee Enrollment Forms: Form #WDS-SB-EF-0710
- A copy of the proposal for the plan sold

PPO Voluntary Plan* (5 - 99 employees)

- Completed and signed Small Group Master Application: Form #WDS-ASGDC-0511
- A check from the group for the first month's premium made payable to Washington Dental Service
- Completed and signed Employee Enrollment Forms (employees not enrolling must complete and sign the Waiver of Coverage section): Form #WDS-SB-EF-0710
- A copy of the proposal for the plan sold
- Copy of the most recent invoice and contract declarations page if group had previous dental coverage

Delta Dental PPO Value and PPO Basic Plans**

- Completed and signed Small Group Master Application: Form #WDS-ASGDC-0511
- A check from the group for the first month's premium made payable to Washington Dental Service
- Completed Online Enrollment Application
- Completed Automated Clearing House (ACH) form with a voided check: Form ACH-0110
- A copy of the proposal for the plan sold

*To ensure the requested effective date, enrollment materials must arrive at least five days prior to the first day of the month that coverage is to begin.

**All of these forms must be submitted by the 20th of the month prior to the requested effective date of the plan (this time period is needed for WDS to process the application and issue a user name and passwords before the start of coverage).

Benefit booklets, ID cards, and the group contract will be issued within three (3) to four (4) weeks after we receive your enrollment materials. ID cards may also be accessed through the MySmile® personal benefits center.



Washington Dental Service

Washington Dental Service is a member of the Delta Dental Plans Association

SimpleChoice™ Plan (5 - 249 employees)

- Completed and signed Small Group Master Application: Form #WDS-ASGDC-0511
- A check from the group for the first month's premium made payable to Washington Dental Service
- Completed Online Enrollment Application
- Completed and signed Employee Enrollment Forms: Form #WDS-SB-EF-0710
- A copy of the proposal for the plan sold

The benefit booklet and group contract will be available online at www.deltadentalwa.com within three (3) to four (4) weeks after we receive your enrollment materials. ID cards may be accessed through the MySmile® personal benefits center.

Thank you for selecting Washington Dental Service for your dental needs.

Washington Dental Service
Attn: Small Group Sales
P.O. Box 75983
Seattle WA 98175-0983
(206) 528-5335 or (800) 572-7835 x 5335
www.DeltaDentalWA.com