

## Small Group (2-99 Employees) Enrollment Checklist – 2021

Delta Dental PPO<sup>SM</sup>Delta Dental PPO<sup>SM</sup> – Core Buy-up

DeltaCare

Delta Dental PPO<sup>SM</sup> – Voluntary Enhanced & Voluntary Standard PlansDelta Dental PPO<sup>SM</sup> – Maximum Wellness

Below are the items needed to enroll your group in a Delta Dental of Washington dental plan:

**Step 1:** Submit to your local Small Group team:

- ☐ Completed and signed **Small Group Master Application 2020: Form # SG GMA – 2021**
- ☐ Completed and signed copies of **Small Group Enrollment Form 2020: Form # SG ENR – 2021** or complete the census spreadsheet
- ☐ A copy of the proposal for the plan sold

**Step 2:** Submit first month premium after you receive notification from the Small Group team:

Mail a check from the group for the first month's premium made payable to Delta Dental of Washington mailed to:

Delta Dental of Washington  
P.O. Box 741301  
Los Angeles, CA 90074-1301

The benefit booklet and group contract will be emailed within three (3) to four (4) weeks after we receive your enrollment materials. Each subscriber will receive ID cards at their home address and they may be accessed anytime through the MySmile® personal benefits center.

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.

**Western Washington**

Attn: Small Group Sales  
P.O. Box 75688 | Seattle WA 98175-0688  
(888) 286-9106  
DeltaDentalWA.com

**Eastern Washington**

Attn: Small Group Sales  
611 North Iron Bridge Way, Ste 200 | Spokane WA 99202  
(800) 564-8832  
DeltaDentalWA.com

**Thank you for selecting Delta Dental of Washington for your dental needs.**