

Enrolling a Group

Once your client is ready to enroll, you will need to provide Delta Dental with the following information at least 15 days prior to the first day of the month the coverage is to be effective:

Important Reminder: Final rates will be based on the number of enrolled employees, NOT the number of eligible employees.

- The Small Group Dental Insurance Application (SGApp#08.2011), completed and signed by the group administrator and agent, if applicable. NAICS Code must be provided on the application.
- A copy of the group's most recent Virginia Employment Commission Employer's Quarterly Tax Report (FC-20) and Employee Quarterly Payroll Report (FC-21). If the group does not submit the Employee Quarterly Payroll Report (FC-21) but does submit a list including all employee name's, employee SSN's, and wage amounts, we will accept this most recent list in lieu of the Employee Quarterly Payroll Report (FC-21).

If your client utilizes a third party vendor, we will accept a Quarterly Wage Report from the vendor. This report must list each employee's name, SSN, and total wages as well as a summary of the total wages and tax amounts paid.

- Completed enrollment forms for all employees electing coverage.
- If optional major and/or orthodontic coverage is chosen, and includes benefit waiting periods, send copies of the group's current carrier premium statements and benefit summary showing services covered (to allow for the waiver of the benefit waiting period for initial enrollees). Premium statements should confirm previous 12 months of coverage (i.e., for a January 2012 effective date send January 2011 and December 2011 statements from current carrier).
- A check for the first month's premium.
- If offering domestic partner coverage, submit a copy of employer's Domestic Partner Affidavit.
- Mail completed forms and payment to your local Delta Dental representative. To find your local representative, visit us online at deltadentalva.com and click on "Contact Us" in the upper right-hand corner of your screen.

Once forms and payment are received and processed, a new group welcome kit will be mailed to the group.

- ID cards for each subscriber will be mailed to the group.
- A postcard will be sent to each subscriber's mailing address with instructions on how to access their evidence of coverage booklet.