

DENTCARE GROUP CHECKLIST

Checklist for Submitting New Groups

The following items **MUST be accurate and complete** before submission.

Group application

Shelf

Enrollment cards

Signed premium check (if received by the 15th of the month).

If a group submits an application after the 15th of the month and before the 20th of the month, they can pay by direct debit, certified check, money order, credit card or wire transfer.
(Check made payable to ***Dentcare Delivery Systems, Inc.***)

Payment Form

This form is not required if premium is paid by check.

**Complete broker information - include Broker Registration,
current W-9 and license.**

These forms are only needed when submitting a group to Healthplex for the first time.

Group # _____

Effective Date _____

Comments _____
