



VOLUNTARY “Workplace” **DENTAL & VISION**

NEW CASE CHECKLIST

In order that we may give you the best service possible when processing a new case, please make sure to include everything on the list set out below.

- A fully completed and signed **Employer Application**.
- Employee Enrollment** for all eligible employees that enroll.
- Employee Payroll Deduction** for all eligible employees that enroll.
- Employer’s check** for the **first month’s premium**, made payable to **Multi Benefit Plans**.

Thank you for taking the time to complete the checklist, and
we look forward to working with you again soon!

Best regards from your dedicated New Case Acceptance Department.

Member Services (800) 308-5443

NOTE: Please submit cases as early as possible to the Administrative Office with the desired effective date. DeltaCare processes enrollments by the 13th of the prior month for eligibility notices to be sent to selected dental office.