

# New Group Dental Submission

New Groups may enroll the first of the month. New dental group submissions must be received no later than the 10th of the month for a 1st of the month effective date.

## NEW CASE SUBMISSION REQUIREMENTS:

- Completed Employer Application
- Completed Employee Enrollment Form or completed census enrollment
- An Employee Waiver is required for all employer-sponsored dental groups when eligible employees waive coverage at time of initial enrollment. Voluntary dental groups meeting minimum participation are not required to provide waivers for eligible employees not electing coverage.
- Most recent prior carrier dental bill:
  - Employer-sponsored dental groups enrolling 10 or more employees are not required to provide a prior carrier dental bill.
  - Voluntary groups enrolling less than 24 employees will need to provide a copy of the prior carrier's group billing statement that lists enrolled employees and/or dependents. Please indicate the original effective date of the group coverage with the prior carrier.
- Binder check or completed ACH form for the first month's premium. First month premium must be received prior to final approval.
- All new group enrollment materials may be submitted via email to: [newbusiness@USBenefitsins.com](mailto:newbusiness@USBenefitsins.com)

or you may send the information to us:

### **USBenefits Insurance Services, LLC.**

Attention: USBenefits Dental New Business  
43 Corporate Park  
Suite 101  
Irvine, CA 92606

