



New Group Submission Checklist
 Pennsylvania and Ohio small groups 2-9

All documents listed below must be submitted together.

- Application for Group Dental: Each state requires a different form. All sections of the application must be completed.
 - Supplemental Questionnaire MUST be submitted with the employer group application.
- Enrollment/Change of Status/Waiver Forms: All eligible employees MUST complete a form indicating enrollment or waiver.
- Binder Check Copy – A binder check must be issued to process a new group. A photo copy must be submitted with new group submission. The live check is made payable and mailed to:
 - VBA Dental
 - 300 Weyman Road, Suite 400
 - Pittsburgh, PA 15236-1588
 - Attn: Sherry Putt
- Broker of Record appointment paperwork is required if an employer group would like to assign a broker to the account.

Submission Deadlines

<u>Effective Date</u>	<u>Submission Deadline Date</u>
3/1/17	1/31/17
4/1/17	2/28/17
5/1/17	3/31/17
6/1/17	4/30/17
7/1/17	5/31/17
8/1/17	6/30/17
9/1/17	7/31/17
10/1/17	8/31/17
11/1/17	9/30/17
12/1/17	10/31/17
1/1/18	11/30/17
2/1/18	12/31/17

Submit all documents together to:

- Fax: 717-975-9303
- Email: admin1@crbenefits.net
- Mail: Capital Administrators
3819 Market Street
Camp Hill, PA 17011