



Broker New Small Group Checklist

- Completed New Small Group Application
- Most recent NYS-45-ATT, with employees listed
- Broker of Record letter from the employer group, signed and dated, on letterhead
- Signed Rate Agreement
- Completed Delta Dental Pediatric Dental Attestation
- Completed Employee Enrollment Applications or Excel file
(If the new account is going to be on the 834 file, please advise Sales Consultant)
- Completed Late Form
(if new group documents are submitted after the 15th of the month)

**Please note, all above paperwork must be submitted
at time of new group submission!**

**New group paperwork is due by the 15th of the month
prior to effective date.**

Thank you for your continued partnership!