

Pacific Union Dental
Direct Compensation
Managed Care Plan

Enrollment Instructions:

1. Complete all requested information on the Enrollment Form.
2. Choose a participating dentist from the website and write the dentist's name and number on the Enrollment Form.
3. Choose payment method and print appropriate forms from our website: www.massbenefits.com.

Payroll Deduction - choose: Direct Deposit Form, or Employee Express/HR Links Format (Check with your payroll office to determine the appropriate method:)

Direct Deposit Form is mailed to your payroll office.

Employee Express/HR Links Format provides information for your online connection to your payroll office.

Monthly Check Service - include the Monthly Check Service Form, and a check for the first month's premium.

Quarterly Direct Bill - upon receipt of your Enrollment Form, we will mail you a "Notice of Payment Due" invoice.

4. Mail to:

Mass Benefits
P.O. Box 828
Annandale, VA 22003-0828

