

PacificDental
Enrollment Instructions:

1. Complete all requested information on the Enrollment Form.
2. Find the first 3 digits of your home zip code in the Area Classifications to determine the rate Area. The Rate Charts are available by payment modes (Bi-Weekly, Monthly and Quarterly).
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

