



On October 12th, Delta Dental of New Jersey will manage all aspects of your small group business. Here's what you need to do to ensure a smooth transition for you and your current groups.

- Submit the [Small Group Broker Agreement](#) by **November 13** to ensure uninterrupted commission payments; you need to submit this once for your entire book of business.
 - **If you are a broker who will be paid commissions directly from Delta Dental:** You must sign this agreement.
 - **If your agency is paid commissions from Delta Dental:** An authorized party at your agency must sign the agreement.
- Make sure that each of your existing groups signs a [PHI Form](#) as soon as possible **after October 12**. Your current groups must sign this before they (and you) can access our enrollment website. Include the new Delta Dental group number (assigned on October 12).
- [Sign up for EFT](#) by **November 13** to receive your commissions into your bank account within three days of processing.

Submit these completed forms to SBPSupport@DeltaDentalNJ.com.

We appreciate serving you and your clients. Please contact me if you have any questions. You can also find more information about the transition from Allied Administrators [on our website](#).

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