

# NORTH RANCH BENEFITS TRUST

## VOLUNTARY AMERITAS DENTAL ENROLLMENT INSTRUCTIONS

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- This plan has a Focal Renewal of January 1 every year.
  - This plan does not have an Open Enrollment Period. Employees and/or Dependents must enroll at initial enrollment or upon a Qualifying Event only.
  - ONE or more employees are required to be enrolled at all times.
  - This plan is available to groups headquartered in AZ, CA, NV, and UT. Employees can live in any State.
  - **New group enrollments must be submitted to Warner Pacific for processing before the last business day of the month prior to requested effective date.** First of the month effective dates available only.
  - Complete the Employer Application form and select ONE plan design for the entire group.
  - Print an employee application for each employee to enroll. Dependent children may remain on this plan to age 26. If the enrolling employee does not elect to cover their dependents, then dependents may not enroll later unless there is a qualifying event.
  - Ameritas will waive the 12 month waiting period if your group can provide proof of 12 months of prior dental coverage. Available for initial enrollees only.
  - The first month's premium is required via check or bank draft (ACH)
    - A \$15 monthly administration fee will apply to each enrolled group's bill.
    - If paying by Bank Draft (ACH), complete attached form.
    - If paying by check, make Check payable to HealthSmart Benefit Solutions, Inc.Future payments by Check should be directed to the Lockbox:
  - *Below are the SIC codes for ineligible industries.*
    - Associations and Trusts\* (except #8661) 8600-8699*
    - Beauty & Barber Shops 7231-7241*
    - Dentist offices, Dental Labs and Medical Labs 8021, 8071, 8072*
    - Employment Agencies 7361-7363*
    - International Affairs 9721*
    - Misc. Business Services 7389*
    - Misc. Services not elsewhere classified 8999*
    - Partnerships No SIC*
    - Private Households 8811*
    - Religious Organizations (except Churches #8661) No SIC*
    - Seasonal Employees (Christmas/Part-time help) No SIC*
    - Seasonal Employees (Agriculture) 0761-0783*
- \*Management and the Administrative staff of associations and trusts are eligible.*

## VOLUNTARY AMERITAS DENTAL CONTACT INFORMATION

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○ **North Ranch Benefits Trust is marketed by Warner Pacific Insurance Services:**

Submit all completed New Business forms to Warner Pacific for processing:

Warner Pacific Insurance Services, Inc. – New Business  
32110 Agoura Road  
Westlake Village, CA 91361-4026  
Phone: (800) 801-2300 Fax: (818) 484-2975 Email: [CAnewbusiness@warnerpacific.com](mailto:CAnewbusiness@warnerpacific.com)

○ **North Ranch Benefits Trust is administrated HealthSmart Benefits Solutions, Inc.:**

Once the group is approved, Group Administrators should forward all new hire applications or qualifying event forms to HealthSmart directly for processing. HealthSmart handles all billing and eligibility questions:

HealthSmart Benefit Solutions, Inc.  
Phone: (800) 786-6525 Fax: (818) 351-8184 [nrbt@healthsmart.com](mailto:nrbt@healthsmart.com)

○ **The Carrier is Ameritas Dental:**

Employees should contact Ameritas Dental directly for assistance with benefits, claims, locating a provider or questions about their website. Please allow 2 weeks to be loaded in to their system.

Ameritas Group  
P.O. Box 82520, Lincoln, NE 68501  
New Claims Fax: (402) 467-7336 Other Fax: (402) 309-2580  
Customer Service Phone: (800) 487-5553 website: [www.ameritasgroup.com](http://www.ameritasgroup.com)