

## Mailing your health and dental claims to Sun Life? Check the address!

In 2010, our health and dental claims processing departments were consolidated to our Waterloo and Montreal offices. To provide faster and more efficient service, all other P.O. boxes will be closed as of September 30, 2016 and mail will no longer be forwarded.

Please ensure that you dispose of any old claim forms and/or Sun Life mailing addresses stored locally. Our current mailing addresses for health and dental claims are as follows:

Sun Life Assurance Company of Canada  
PO Box 2010 Stn Waterloo  
Waterloo ON N2J 0A6

Sun Life Assurance Company of Canada  
PO Box 11658 Stn CV  
Montreal QC H3C 6C1

The addresses can also be found on plan member claim forms on the secure [mysunlife.ca](http://mysunlife.ca) website, as well as on our [generic claim forms](#) found on our public website, [sunlife.ca](http://sunlife.ca).

After September 30, 2016, any health and dental mail sent to addresses other than the above listed Waterloo and Montreal addresses will NOT be delivered and will be returned to the sender.

### Let your plan members know

We've prepared a [communication](#) for you to share with your plan members to let them know about this update with our mailing addresses for health and dental claims. If your plan allows you should encourage members to submit their claims online – it's easy, paperless and there's no need for an address!

### Questions?

Contact your Sun Life Financial group benefits representative.