



Professional Benefit Services, Inc.

# Cafeteria/HRA/Transportation Services & Fee Schedule

## SERVICES & SUPPORT

### Plan Set Up

Includes: Plan Document, Summary Plan Description, Board Resolution, enrollment and claim forms.

### Annual

Compliance testing, 5500 Tax Forms and Regulatory Amendments as needed.

### On-Going

Employee presentations and practical training for day-to-day administration.

Month-to-month administrative support tailored to your needs and specific type of plan.

Same or next day response.

Email: Cafeteria@profben.com

Web page: www.profben.com

Optional medical debit card for eligible plans.

## FEES - ONE TIME

Plan Setup & Documents -

Full Cafeteria / Premium Only Cafeteria / Full with HSA Plans \$400

Health Reimbursement Arrangement Plans \$450

Transportation Plan \$200

## FEES - ANNUAL

Premium Only \$100

(Discrimination testing, enrollment forms and document maintenance.)

5500 Tax Form, if needed \$100

Annual Plan Renewal \$100 (under 20 participants)  
\$200 (20 participants and over)

## FEES - MONTHLY ADMINISTRATION

### Full Cafeteria, Health Reimbursement (HRA), Transportation

Monthly Minimum \$50 / \$55 with debit card

Less than 100 enrolled employees \$5 per plan participant / \$5.50 w/ debit card

100 or more enrolled employees \$4 per plan participant / \$4.50 w/ debit card

Per Claim (HRA high deductible plans only with \$1,000 or greater employee out-of-pocket) \$25 each claim/\$50 minimum+\$100 annual

**Two or more plans: second plan billed at 50%**

## FEES - ADDITIONAL PER EVENT

Amend & Restate Existing Document \$400 - \$450

Plan Amendment \$100

Take-Over \$150 minimum

Adoption Agreement \$150

## FEES - ADDITIONAL WORK AT HOURLY RATE

Any additional required services not specifically listed above. \$50 per hour

**Fee Schedule Effective January 1, 2011**

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