



Professional Benefit Services, Inc.
Affordable administration of employee benefit plans

COBRA Administration Services and Fee Schedule

Overview of Services Provided

Reports and Services For Employers

List of Active Employees and Dependents
COBRA Enrollees
Premium Remittance
Initial Notification
Insurance Plan Enrollment
COBRA Participants Past Due
Qualifying Event Report
Qualifiers Files
Certificate of Mailings
Terminated COBRA Participants
Monthly email reminders
HIPAA Compliance
Others, as needed

Notifications and Services to Employees

General Notices
Qualifying Event Letters
Prepare Payment Coupons
Short Payment letter
Late Payment letter
Expiration of Benefits
Certificate of Coverage
Conversion to Individual Insurance
Open Enrollment Notification
Rate Change letter
Termination letter
ARRA Notifications

Also Available in Spanish: General Notice and Qualifying Event Notification

Fee Schedules:

Initial Set-up Fee:

20- 200	\$300
201-400	\$500
401-600	\$700
601-800	\$900
800+	\$1000

The initial fee includes up to 5 benefit plans. Additional plans are \$35 each.

Administration Fees

\$10 per Qualifying Event Letter

PBS will keep the 2% fee