



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.

Annual Renewal fee is 50% of set up

Administration Fees

\$10 per Qualifying Event Letter

PBS will keep the 2% fee

OR

\$ 0.75 per Active Employee on eligible plan. Minimum billing of \$35 per month

(If turnover rate is over 10% per month, each qualifying event letter will be an additional \$10.)