



Professional Benefit Services, Inc.

# Health & Welfare Services & Fee Schedule

## SERVICES & SUPPORT

### Plan Set Up:

Includes: Plan document, summary plan description, board resolution, service agreement, business associate agreement & plan 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.

Optional benefit card for eligible plans.

## FEES-ONE TIME

### Plan Setup & Documents:

Premium Only Cafeteria Plan (POP)	\$400
Full Cafeteria Plan (FSA/DCA/HSA)	\$450
Health Reimbursement Arrangement (HRA)	\$500
Transportation Plan	\$200

### Additional Per Event:

Amend & Restate Existing Document	\$200-\$250
Plan Document Amendment	\$100

## FEES-ANNUAL

<b>Premium Only Cafeteria Plan Annual Renewal Fee</b>	\$100 annual renewal fee
Discrimination testing & open enrollment forms <b>Full</b>	
<b>Cafeteria Plan Annual Renewal Fee</b>	\$75 minimum-\$300 maximum
Discrimination testing, open enrollment forms, 5500 tax form if required	
*Fee is based on 1 1/2 times the monthly administration fee	
<b>Health Reimbursement Arrangement Annual Renewal Fee</b>	\$150 annual renewal
Utilization reports, SBC's, PCORI preparation, 5500 tax form if required <b>5500</b>	
<b>Tax Form, if needed</b>	\$250

## FEES-MONTHLY

### Full Cafeteria Plan, Transportation Plans & Some HRA Plans

Monthly Minimum	\$50 per month/\$55 per month with benefit card
Per Person: Less than 100 enrollees	\$5 per plan participant/\$5.50 with benefit card
Per Person: More than 100 enrollees	\$4 per plan participant/\$4.50 with benefit card
Bank	\$10 per month

### Health Savings Account (HSA)

Monthly Minimum  
Per Person

### Health Reimbursement Arrangement (HRA)

\$0- \$499 employee out of pocket before HRA will reimburse	Same as Full Cafeteria Plan (See Above)
*benefit card may not be eligible	
\$500 or greater employee out of pocket before HRA will reimburse	Flat monthly rate available: Please call for quote

**Two or more plans: 2nd plan billed at 50% (unless it is a flat rate HRA plan)** ..... Please call for quote

## FEES-ADDITIONAL WORK

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

Fee Schedule Effective January 1, 2018

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