



PBS

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

Premium Only Cafeteria Plan Annual Renewal Fee

\$100 annual renewal fee

Discrimination testing & open enrollment forms

Full Cafeteria Plan Annual Renewal Fee

\$10PEPY (\$100 minimum; \$400 maximum)

Discrimination testing, open enrollment forms, 5500 tax form if required

*Fee is based on 1 1/2 times the monthly administration fee

Health Reimbursement Arrangement Annual Renewal Fee

\$150 annual renewal

Utilization reports, SBC's, PCORI preparation, 5500 tax form if required

5500 Tax Form, if needed

\$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 Account Maintenance Fee	\$10 per month (stop pay and ACH reject fees will be passed through to client or participant)

Health Savings Account (HSA)

Monthly Minimum	\$30 per month
Per Person	\$3 per month

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

2023 Fee Schedule

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