



# PBS

Professional Benefit Services, Inc.

## COBRA Administration Services and Fee Schedule

### Overview of Services Provided:

#### Reports and Services For Employers

List of Active Employees and Dependents  
 List of COBRA Enrollees  
 Premium Remittance  
 Initial Notification list  
 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

#### **Administration Fee:**

\$1.00 per Active Employee on eligible plan.  
 Minimum billing of \$50 per month.

#### **Annual Renewal Fee:**

20- 200	\$200
201-400	\$350
401-600	\$425
601-800	\$600
800+	\$700

### 2025 Fee Schedule

Professional Benefit Services COBRA Admin – 1193 Royvonne Ave # 22 -- Salem, OR 97302  
 PH: 800-982-2012 Fax: 503-364-6901 Email: COBRA@PROFBEN.COM