

**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.

**Mandatory plan document restatement every 6 years.*

FEES-ONE TIME**Plan Setup & Documents:**

Premium Only Cafeteria Plan (POP)	\$450
Full Cafeteria Plan (FSA/DCA/HSA)	\$500
Health Reimbursement Arrangement (HRA)/QSEHRA	\$550
ICHRA	\$700
Transportation Plan	\$200
Wrap Plan Docs	\$500

**50% off the setup fee for
additional plans.**

Additional Per Event:

Amend & Restate Existing Document	\$300
Plan Document Amendment	\$200
Termination	\$300

FEES-ANNUAL**Premium Only Cafeteria Plan Annual Renewal Fee**

\$250 annual renewal fee

Discrimination testing & open enrollment forms

Full Cafeteria & High Utilization HRA Plans Annual Renewal Fee

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

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

* Fee is based on 1.5X times the monthly administration fee

Deductible Health Reimbursement Arrangement (HRA) Annual Renewal Fee

\$150 annual renewal

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

Wrap 5500 Filing

\$750

ICHRA

\$200

FEES-MONTHLY**Full Cafeteria, High Utilization HRA, QSEHRA, Transportation & Lifestyle Plans**

Monthly Minimum

\$65 per month

Per Person

\$5.50 per plan participant

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

Deductible Health Reimbursement Arrangement (HRA)

Deductible HRA (Reimbursements after first \$1,500 participant expenses)

\$3.50 per eligible plan participant

Monthly Minimum

\$35 per month

FEES-ADDITIONAL WORK**Enrollment Meetings (no longer than 4 hours) & Benefit Fairs**

-Online

Free/Included

-In person (within 1 hour of PBS)

\$75/hour (travel time included)

Any additional required or requested services not specifically listed above.

\$100 per hour

2025 Fee Schedule

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