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 restatment 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

*Seperate setup pricing for preferred advisors.

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 Discrimination testing & open enrollment forms	$250 annual renewal fee
Full Cafeteria & High Utilization HRA Plans Annual Renewal Fee Discrimination testing, open enrollment forms, 5500 tax form if required * Fee is based on 1.5X times the monthly administration fee	$10PEPY ($100 minimum; $400 maximum)
Deductible Health Reimbursement Arrangement (HRA) Annual Renewal Fee Utilization reports, SBC's, PCORI preparation, 5500 tax form if required	$150 annual renewal
Wrap 5500 Filing	$500
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 $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

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