

Hunter Benefits Consulting Group, Inc.

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Cafeteria Administration with Reimbursement Fee Schedule

Document	\$200.00 The document package includes the document, the SPD, benefit enrollment forms, enrollment change forms and claim forms. Document preparation fee assumes single employer plan. Multiple employer or controlled groups may incur additional fees.
Setup New Plan	\$300.00 OR
Take Over Existing Plan	\$300.00 base plus \$5.00 per eligible participant Fee only applicable for midyear takeover. Fee assumes employer is able to provide complete and accurate employee account information as of the date HBCG is responsible for plan administration. Missing or inaccurate information may result in extra hourly charges.
On Going Plan Administration	\$75.00 monthly minimum \$300.00 annual minimum \$3.00 per month per participant enrolled in any benefit \$1.00 per month per participant not enrolled This fee allows 2 reimbursements per month, three nondiscrimination tests from electronically collected data plus the annual Form 5500. Manual data entry will incur an additional hourly fee.
Form 5500	\$0.00 (Included) Plan Sponsor receives signature ready Form 5500 and all applicable attachments. This fee assumes plan assets are not held in a separate account.
All other projects	\$75.00 per hour Other projects would include on-site enrollment meetings, research, consulting after the plan has been designed, document amendments and correcting employer errors.

If HBCG is to print checks, the checking account must be an employer bank account. Also, the employer must provide HBCG with preprinted checks (one check per 8.5" by 11" sheet.)

Employees can individually mail in claim requests or they can be collected and mailed in weekly by benefits coordinator. The employer will be responsible for providing HBCG with a detailed accounting each pay period of all employee contributions. Also, the employer will be responsible for notifying HBCG of new enrollees and terminated participants.

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HBCG will print reimbursement checks after each pay period -- but no more than two times per month. HBCG will mail all checks to the employer for the employer's signature.