

FSA Administration Proposal

City of Douglas

NBS Proposal Contact Information:

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Flexible Benefit Plan Administration

Flexible benefit plans provide significant tax savings for employees and employers. NBS has provided quality administration on these plans for more than 25 years. Our team environment combines years of experience with technological innovation, providing plan administration through a single-source solution that is efficient and accurate.

- HSA: Health Savings Accounts
 - FSA: Flexible Spending Accounts
 - HRA: Health Reimbursement Arrangements
 - Qualified Transportation and Parking Plans
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Flexible Benefit Plan Services

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|---|--|
| ✓ Plan design and consultation | ✓ Service center for participants |
| ✓ Preparation and maintenance of plan documents | ✓ Completion of IRS Form 5500, when applicable |
| ✓ Dedicated relationship manager | ✓ NBS Debit Card |
| ✓ Daily claim processing and payment | |
| ✓ Fully integrated Web-based system and reporting for plan sponsor & participants | |
| ✓ Access to real-time information 24/7 | |



Integrated Plans

One-stop solution for all consumer-driven healthcare accounts

Health Savings Account

- Cash Account
- Investment Accounts

Health Reimbursement Account

- Stacked Card
- Over 1,400 Plan Designs

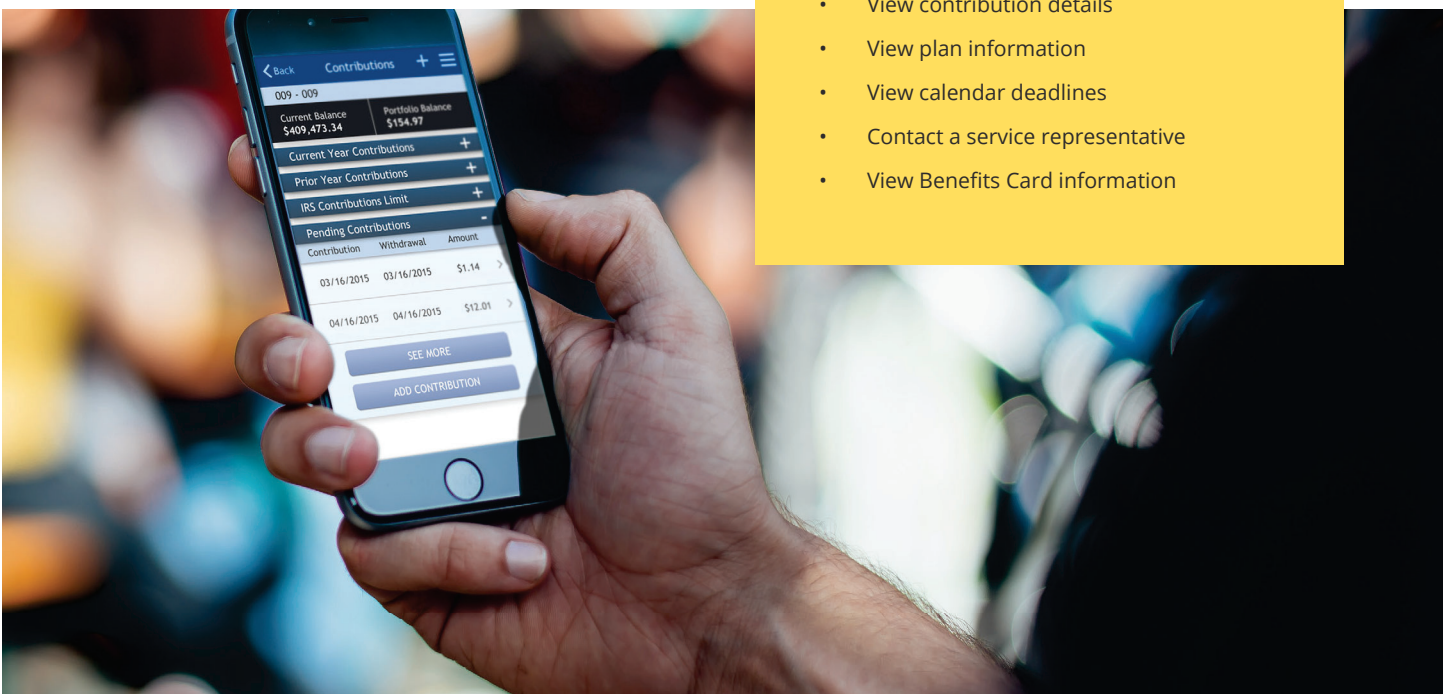
Flexible Spending Account

- Stacked Card with HSA, HRA
- Standard and Limited Purpose
- Dependent Care FSA

Mobile app features

The NBS mobile app supports a wide variety of features, empowering you to more proactively manage your account.

- View account balances
- View claims
- View reimbursement history
- Submit claims
- Submit documentation using your device's camera
- Pay providers
- Setup a variety of SMS alerts
- Edit your personal information
- View contribution details
- View plan information
- View calendar deadlines
- Contact a service representative
- View Benefits Card information



FSA Fee Schedule

Plan Document Services	Price
Includes: <ul style="list-style-type: none"> • Consultation • Plan Document • Summary Plan Description 	\$300
Administration Services	Price
Includes: <ul style="list-style-type: none"> • Daily Claim Processing • Choice of Direct Deposit of Claim Payments, or Checks Mailed to Participant's Home • Toll Free Fax Number and Email address for Claim Submission • On-line access to Forms, Questions & Answers, Government Publications, etc. • Internet Access System for Participants to Check: Balances, Last Claims Paid, Annual Amount Remaining, etc. • Electronic Monthly Reports to HR Contact • ACH and Direct Debit Available for payroll 	\$3.50/Month/Participant (\$50 Minimum)
Annual Reports: <ul style="list-style-type: none"> • Required Discrimination Tests • Annual Re-Enrollment of Plan • Annual Tax Savings Report 	Waived
Form 5500, if required.	\$200
Miscellaneous Services	Price
Takeover, if required.	\$250
Debit Card - <i>May be billed to company or participant.</i>	Included
Plan Amendment (Only when/if required)	\$200

*Additional fees may apply for services or customization outside the normal administration

NBS is with you all the way

Who We Are

National Benefit Services, LLC (NBS) is a fee for service firm specializing in the design and administration of all types of Retirement Plans, Cafeteria Plans & COBRA Administration. Founded in 1986, NBS continues to experience rapid growth while maintaining our focus on excellent customer service. Currently NBS services more than 8,500 retirement and benefit plans in all 50 states, and is ranked by Utah Business Magazine as the #1 Employee Group Benefits Provider.

Our mission, as pension and benefit professionals partnered with service advisors and vendors, is to help employees achieve financial security and peace of mind through employer provided-plans. NBS endeavors to provide the very best customer care, be the most knowledgeable experts in the industry and achieve excellence in our organizational process and delivery.

Customer Care

We genuinely care about the people we serve. Our goal is to take care of plan sponsors, participants and advisors with attentiveness, understanding and interest. Plan sponsors are assigned a dedicated account manager and administrative team to take care of their daily compliance needs and plan requirements. NBS has an internal Customer Care Program focused on continually increasing our ability to serve our clients.

Knowledge and Expertise

Our clients deserve the very best benefits industry knowledge and expertise. We seek to provide the most knowledgeable staff to take care of plan design, document, accounting, governmental reporting and administrative needs. We maintain a high level of expertise through regular internal and external education and use this knowledge to better serve and inform our clients.

Organizational Excellence

We are committed to achieving excellence in all we do. Using the best technology and processes, we provide timely and accurate administration for our clients. Our goal is to deliver peace of mind that each client's plan is right for them and in compliance, and that plan participants are well taken care of.

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