

CBIZ FLEX SERVICES



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A flexible benefit plan administered by CBIZ is a simple way to help your employees reduce their taxes while providing them quality benefits. At the same time, you reduce your administrative costs and lower your employer tax liability. With the assurance that your flexible benefit plan is being handled properly, you'll be able to focus on the tasks that will help your business grow.

Tax Savings for You & Your Employees

With a flexible benefit program, your employees receive a "tax break" and pay certain insurance premiums as well as medical and dependent care expenses using pre-tax dollars. In addition, employers save approximately 8 to 10%* on every dollar employees set aside on a pre-tax basis.

CBIZ offers several flex account options to meet your needs:

Premium Only Plan (POP)

The Premium Only Plan allows employees to pay their share of premiums for health, dental, and vision insurance, as well as group term life, disability, and cancer insurance with pre-tax dollars.

Flexible Spending Accounts (FSA)

A Flexible Spending Account allows employees to use pre-tax dollars to pay for health care and/or dependent care expenses.

- A **Health Care Reimbursement Account (HCRA)** allows employees to pay for medical expenses that are not covered by insurance with pre-tax dollars. Currently your employees pay these "known expenses" with after-tax dollars. With an HCRA, they reduce their federal, state, and FICA taxes, effectively receiving a 28 to 43% discount (depending on tax bracket).
- A **Dependent Care Reimbursement Account (DCRA)** allows employees to pay for most child/dependent care expenses with pre-tax dollars. In most cases, substantially greater tax savings can be realized using the flex plan rather than taking the dependent care tax credit on 1040 tax returns.

Not only do employees save money with an FSA plan, but your company also saves the FICA match on all employee funds deferred on a pre-tax basis. These savings usually more than offset the cost of this service.

Limited Flexible Spending Accounts (LFSA)

A Limited Flexible Spending Account is a specialized type of healthcare FSA that reimburses qualified dental and vision expenses only. The LFSA is designed for employees enrolling in a qualified high-deductible health plan (QHDHP) who also want to meet the eligibility requirements to contribute to a health savings account (HSA) and thus may not participate in the regular healthcare FSA.

Qualified Parking & Transit Plans

Transportation or transit plans allow employees to set aside pre-tax funds to be used for tax free reimbursement of certain "qualified" mass transit and commuter parking expenses incurred when traveling to and from work.

Health Reimbursement Arrangements (HRA)

Health Reimbursement Arrangements are employer-funded health accounts. Employees are reimbursed tax free for qualified medical expenses up to a maximum dollar amount for a coverage period. These employer controlled arrangements may be offered with other health plans, including High Deductible Health Plans and FSAs.

* This estimate based on payroll tax savings, FICA, FUTA, SUTA, and possible additional savings due to reduction in premiums which are based upon taxable wages.



How CBIZ Can Help

CBIZ offers a solution designed to meet your needs. Plan setup and ongoing administration are easy with our turnkey service, including:

■ Plan Consulting & Setup

Upon receiving your information, a flex specialist will contact you about plan options. The setup kit includes “signature-ready” model plan documents and necessary forms.

■ Employee Enrollment Assistance

The enrollment kit includes educational materials such as brochures and enrollment forms (also available electronically and online). Printed and online claim forms are provided to participants.

■ Employee Account Management

Employee contributions are collected each pay period and added to employees’ account balances. Services include account balance tracking, claims adjudication, and claims payment by check, direct deposit, or optional take care[®] debit card.

■ Customer Service

In addition to handling the day-to-day administrative burden for you, our customer service representatives are available toll-free to handle questions from both employers and participants. Account management services are also available online 24 hours a day.

■ Annual Plan Compliance

Services include plan document updates and annual nondiscrimination testing, as well as reconciliation and reporting of final employee account balances and forfeitures. CBIZ experts monitor regulatory changes and update forms and documents as necessary.

Online Flex Services

CBIZ offers 24/7 online access to web tools for both employers and participants, including:

Employer Capabilities

- Add newly participating employees
- Change benefit elections or personal information for participants
- Terminate employees from the plan
- Review a single participant’s account balance
- Download year-to-date reports showing all participants and their account balances
- View and download reports, including enrollment summaries, contributions reports, and check registers

Participant Capabilities


- View elections
- View account balances
- Print claim forms
- File claims
- Look up qualified expenses
- View change in status rules
- View eligibility requirements

Take Care[®] Debit Card (Optional)

With the take care[®] card, participants pay qualified expenses directly from their flex accounts. The take care[®] card is accepted at qualified locations where Visa[®] debit cards are accepted. Some locations include hospitals, doctors’ offices, pharmacies, online drug stores, daycare centers, dentist offices, and optical providers.

When using the card, participants won’t have to pay qualified expenses upfront and then wait for reimbursement. Card swipes are approved “real time.” There’s no uploading or downloading between card and administration systems because they are one integrated system.

Let CBIZ show you how our Flex Services can reduce your administrative costs and lower your tax liability while providing a valuable benefit to your employees. You’ll be glad you did.





MULTIPLE SERVICES WITH A SINGLE FOCUS: YOUR SUCCESS

Growth and Success. Efficiency and Profitability. It's likely these goals are top priorities for your business. It's also likely that the daily distractions of financial, employee, and technology issues diminish your ability to focus on those goals.

CBIZ enables you to dedicate your time to critical business matters by providing custom solutions that help you manage your finances, employees, and technology systems.

We offer clients exceptional quality and diverse capabilities with the personal attention your business needs and deserves, all with a single focus: your success.

For more information, contact your local CBIZ Advisor or call our toll-free help line, **1-800-815-3023.**

NATIONAL RESOURCES; PERSONAL SERVICE

EMPLOYEE MANAGEMENT SERVICES

- GROUP HEALTH
- PAYROLL
- HUMAN CAPITAL SERVICES
- COBRA / FLEX
- RETIREMENT SERVICES
- RISK MANAGEMENT
- PROPERTY & CASUALTY INSURANCE
- WEALTH MANAGEMENT

FINANCIAL SERVICES

- ACCOUNTING & TAX
- VALUATION
- INTERNAL AUDIT
- MERGERS & ACQUISITIONS
- FINANCIAL ADVISORY
- SOX CONSULTING
- COMMERCIAL & PERSONAL INSURANCE
- FOCUSED INDUSTRY SERVICES

TECHNOLOGY SERVICES

- TECHNOLOGY CONSULTING
- SOFTWARE SOLUTIONS
- HARDWARE, NETWORKING & INFRASTRUCTURE



Your Business Just Got Easier.

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