

Benefits Administration Case Set Up Form (ACA Only)		
Agency Name:		Employer Group:
Agency Primary Contact (name, email & phone)		Primary Contact (name, email & phone)
Billing Contact (name, email & phone)		
Services	Number of Employees	Cost
<p>ACA Pricing (select applicable boxes)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Base Cost (Group Does Not Use EN Year-Round) \$750 <input type="checkbox"/> Base Cost Active (Group Does Use EN Year-Round) \$375 <input type="checkbox"/> \$1.25 PEPM (per eligible 1095 form) Includes 30 -day post support during ACA period <p>Example 1: 200 life Group currently using Employee Navigator with plans currently set up for all of 2019. Cost is $200 \times \\$1.25 = \\$250.00 + \\$375$ base fee = \$625.00</p> <p>Example 2: 200 life Group, not currently on Navigator; being set up for ACA only. Base cost of \$750 is applicable, in addition to \$1.00 per employee. Total one-time ACA cost is $\\$1.25 \times 200 = \\$250 + \\$750$, total due \$1000.00.</p>		
<p>ACA Support Services</p> <ul style="list-style-type: none"> Prior plan year set up (Low cost plan only) Employee demographics upload (active and terms) ACA Settings <ul style="list-style-type: none"> Measurement Periods ACA Classifications ACA Plan assignment Safe Harbor plan assignment Employer Information to include business units for multiple tax id's Generating of form data within EN Assistance/Support with troubleshooting line 14-16 code issues and unaffordable coverage offers <p>HR/Broker Responsibilities</p> <ul style="list-style-type: none"> Audit data prior to transmitting to Nelco Transmitting data to Nelco and completing filing Monitor Nelco for rejects after initial filing Resubmit data in Nelco to refile rejects Nelco filing fees are the responsibility of the client and/or Agency 		

Nelco Filing Fees 2019

Service	1-50	51-100	101-250	251-500	501-1000	1001+
Federal E-File	\$1.44	\$1.08	\$0.85	\$0.67	\$0.61	\$0.55
State E-File	\$1.95	\$1.41	\$1.10	\$0.98	\$0.86	\$0.80
Recipient Print/Mail	\$4.91	\$3.78	\$2.93	\$2.40	\$1.74	\$1.39
<i>Recipient Print/Mail (Peak)*</i>	\$5.91	\$4.78	\$3.93	\$3.40	\$2.74	\$2.39
Federal/State E-File & Print/Mail	\$6.39	\$5.43	\$4.39	\$3.48	\$2.51	\$1.90
<i>Federal/State E-File & Print/Mail (Peak)*</i>	\$7.39	\$6.43	\$5.39	\$4.48	\$3.51	\$2.90
Federal E-File & Print/Mail	\$5.68	\$4.73	\$3.78	\$3.00	\$2.16	\$1.69
<i>Federal E-File & Print/Mail (Peak)*</i>	\$6.68	\$5.73	\$4.78	\$4.00	\$3.16	\$2.69

**Peak pricing one day only, occurs on the print deadline.*

Terms & Agreement

Hold Harmless

Agency will be solely responsible to supply Broker Builder Solutions all information, materials, data, and documents necessary to perform the Services agreed under this Agreement. Agency acknowledges and agrees that the accuracy of the enrollment data supplied to Broker Builder Solutions, LLC is the sole responsibility of the Agency and Employer Group. Broker Builder Solutions, LLC shall not be held responsible for the production of inaccurate enrollment data, if the enrollment data provided by the Agency and/or Employer Group is inaccurate.

Termination:

- a) Broker Builder Solutions or the Agency may terminate this Agreement for convenience by providing thirty (30) days written notice ("Termination Notice") to the other party.
- b) If a party violates its obligations to be performed under this Agreement, the other party may terminate the Agreement by sending a thirty (30) days' notice in writing. Upon receiving such notice, the defaulting party shall have thirty (30) days from the date of such notice to cure any such default. If the default is not cured within the required thirty (30) day period, the party providing notice shall have the right to terminate this Agreement.

Fees

During the term of this Agreement, Agency shall pay Broker Builder Solutions for its Services under this Agreement based on the fee structure above. Additional fees from the client's software provider are the responsibility of the client. **Additional costs may apply if additional information is not disclosed to Broker Builder Solutions.**

Nelco filing and filing fees are the responsibility of the Employer Group and are not Included in BBS Services.

Billing is done at the 1st of the month and due upon receipt allowing a 30-day grace period. Payment may be sent via check or via ACH to the account provided on the invoice

Should the Agency choose to suspend work order, once build has begun, the Agency remains responsible for cost associated with build.

Rush Fee: Fee applies if build is needed sooner than our normal turnaround time. Cost will vary between \$500 - \$1500 dependent upon group size and expected build date. BBS will confirm the actual cost prior to accepting the build request.

SIGNATURE

Agency

Print Name: _____

Title: _____

Signature: _____

Date: _____

Broker Builder Solutions, LLC

Print Name: Daphney M. Smith-Jackson _____

Title: President & CEO _____

Signature _____

Date: _____