

Our Services at a Glance

Our services include plan design assistance, enrollment, education, and ongoing administration.

We provide all enrollment materials and assist in customizing your informational materials. In addition, we provide account balances through MyFlex, our secure, clients-only website, and we send scheduled statements directly to participants.

Flexible Spending Account (FSA)

FSAs are Manley's specialty. Also known as a cafeteria plan or Section 125 plan, an FSA lets you save payroll taxes while allowing your employees to increase their take-home pay. Employees may participate through payroll deducted premiums, non-reimbursed health-related expenses, dependent care expenses. Our services include plan design assistance, enrollment, education, and ongoing administration.

Under Section 125, there are three types of plans: Premium Only, Healthcare Expense FSA, and Dependent Care.

Features Common to all types of FSAs:

- Employees determine their own contributions based on their expected expenses.
- Once employees estimate their out-of-pocket expenses for the plan year, this amount is divided by the number of pay periods in that year and deducted pre-tax from each paycheck.
- We provide all necessary enrollment materials and assist you in customizing informational materials. We also educate employees about the benefits and risks that may be involved in participating in the plan.
- We handle reimbursement, issuing checks or electronic funds transfers (EFTs) directly to Health Expense FSA participants within approximately one week of receiving their request.



- For dependent care claims, reimbursement takes about one week from the date we receive the claim, as long as funds have already been payroll deducted and sent to us.
- At the end of the plan year, any unused funds in the FSA account are forfeited to the employer.

Health Reimbursement Arrangement (HRA)

An HRA is a tax-favored, employer-funded health reimbursement arrangement. You, as the employer, decide what amount to allocate to employees for their healthcare expenses during a plan year. Employees then access those funds to pay qualified expenses. Some HRA plans include a built in carryover provision that allows unused funds in one plan year to be used in a subsequent year.

Continued on reverse.

Many companies pair the HRA with a high-deductible medical insurance plan, and allow employees use of HRA funds to pay expenses while they're meeting the deductible. Often, employers can fund the HRA with money saved on health insurance premiums simply by switching from a benefit-rich copay plan to an inexpensive high-deductible health plan.

Key Features of HRAs

- Funded solely with employer contributions. Allocation levels are up to you.
- Contributions are used to reimburse medical care expenses that you define as eligible under your plan. You can allow a broad range of reimbursable expenses (medical, dental, vision, etc.) or you can limit eligible expenses to a smaller range (such as services subject to the medical insurance plan's deductible).
- Based on the HRA plan design you choose among our options, unused amounts in an employee's account at the end of the plan year can be carried forward to the next plan year. As the employer, you decide whether you'll allow account balances to roll over. You can also set limits on the rollover amount if you wish.
- You are billed only for claims that are reimbursed from the HRA—not for the full amount you've allocated. HRA reimbursements are typically paid from your company's general assets.

Transportation Benefit (Section 132)

This benefit allows your employees to set aside pre-tax dollars to pay for work-related parking, transit passes, and commuter expenses. As a result, they save on taxes by reducing their taxable salary. Because your total payroll is smaller, you save significantly on FICA taxes.

Employees may contribute money for work-related parking, transit or commuter expenses up to the maximum allowed by the IRS. It is similar to an FSA; however, funds left in this plan at the end of the year may be rolled into the next year.

You are responsible for reporting new elections, changes in elections, and termination dates. You will also be in charge of submitting employees' pre-tax dollars to Manley Services.

Questions?

If you have any questions or would like more information, feel free to contact us.

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