

Who We Are, What We Do

Expertise You Can Count On

Manley Services was founded in April 1987, and became part of the PacificSource group of companies in March 2003. We are a licensed third party administrator that works with insurers, employers, and associations to provide consulting assistance in designing, implementing, and administering their benefit plans. We currently provide these services for more than 2,000 organizations around the country, though primarily in the Northwest. Our management team has over 100 years combined experience in the insurance industry, employee benefit plan administration, and management services.

We are a member of the Employer's Council on Flexible Compensation (ECFC), and President Stan Manley is a frequent speaker at symposiums and business group meetings. Our corporate headquarters are in Eugene, Oregon with sales offices in Boise, Portland, and Seattle.

Our Commitments

- **Employee education:** At Manley Services, we believe that education of employees is critical to a successful benefit plan. We work with your organization to provide both group and individual meetings, and offer clearly written educational materials to assist employees in their decision to participate.
- **Prompt, accurate claims payment:** Your employees can expect reimbursement in approximately one week from the day we receive their claim form. Claims can be faxed to our office via a toll-free fax number.
- **Excellent customer service:** We provide our plan participants with fair settlement of their claims, and always treat them with respect and courtesy when they contact us for assistance.
- **Efficient plan administration:** Our sophisticated reporting systems are designed to assist you in the management and supervision of participants' plans.

Our Services at a Glance

Section 125 Flexible Spending Account (FSA)

FSAs are Manley's specialty. Also known as a cafeteria 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, or other health-related premiums. Our services include plan design assistance, enrollment, education, and ongoing administration. We also provide all enrollment materials and assist in customizing your informational materials.

Health Reimbursement Arrangement (HRA)

An HRA is a tax-favored, employer-funded health reimbursement account with a built-in carry-over provision. It can help you manage benefit costs while empowering employees to make informed decisions with their healthcare dollars.

Section 132 Transportation Benefit

This benefit allows your employees to set aside pre-tax dollars to pay for work-related parking, transit passes, and van pooling. In the process, you'll save on FICA taxes. 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.

COBRA Administration

If you have 20 or more employees, COBRA can become unruly. We literally take over all the necessary paperwork, notifications, billing, and personal contact required to make the transition into COBRA compliance.

The Benny™ Card

For added convenience, we offer The Benny™ MasterCard® Card with all our plans. This special, "stored value" debit card draws on the value of the plan election amount, giving employees an easy, automatic way to pay for their qualified expenses.

Questions?

If you have any questions or would like further information, please contact us. We're happy to assist you.

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