

PROPOSAL PREPARED FOR

COBRA Administration &
Compliance

Date



Prepared by

WHY TASC

It started with a desire to help a friend.

Total Administrative Services Corporation (TASC) was founded on a simple belief: regular people should be able to receive the same tax advantages as large corporations.

In the process, we brought simplicity to one of the most complicated systems in the world: the US tax code. The solution worked so well, we continued to invent products that transformed the lives of farmers and other entrepreneurs, their families, and their communities. And we're still in the life-changing business for employers of all sizes, in all markets, today.

After more than 45 years in the benefit administration industry, our conviction is stronger than ever. We've discovered a new way to remove complexity, a new way to help Americans pay less tax and invest more in their health and prosperity.

We are committed to understanding our clients' needs and ambitions and will configure a solution, whether they have one employee or one million. Because when Americans have more money to spend, when they invest in their health, when they have the tools to support their families, when they give back to their communities, when they save and grow, **we all benefit.**



TASC at a glance:

- » **72,000 clients** across the United States
- » **\$2.7 billion** in funds handled each year
- » **\$30 billion** saved in taxes by TASC clients and participants
- » **\$1.6 million** donated to charity by TASC and its employees in last year
- » **94% of clients** feel their customer service representative handled their call with courtesy and professionalism

¹ Guardian Workplace Benefits Study – 5th Annual; May 2018

MyTASC

Our customers asked for it, and we delivered it!

MyTASC is a single sign-on platform that combines our Continuation Services (COBRA) with our Universal Benefit Accounts (UBA) accounts. This *smart solution* offers an “endless aisle” option to meet your evolving business needs. Not only does it provide ease to the employer, but it is also employee centric. It allows the employee to respond to and manage diverse needs of the workforce at any life stage and throughout all phases of the employment life cycle.

With TASC MyTASC, Employers Can Now...

<p>1. Build a Benefit Plan to Meet Your Unique Needs:</p>	<p>Have the flexibility to customize benefit offerings that meets unique and evolving workforce needs.</p>
<p>2. Remove Complexity:</p>	<p>Make it easy to reap maximum tax savings and navigate benefit rules and regulations.</p>
<p>3. Save Time and Money</p>	<p>Manage all benefits with one card, one website, one app – an all-access pass to maximize efficiency and value.</p>



Single Sign-On with Access to Everything. Your UBA benefit plan and continuation accounts within one experience means no more toggling between systems!



Better, More Responsive Service. Integration of all systems makes service requests easier and allows those requests to funnel into one customer service flow. Making administration straight-forward and response times more palatable.



Participants Pay *Their* Way. Participants can use TASC Card or any other major credit/debit card for premium payments, set up auto-pay or choose to print and send coupons with check via mail - and they can do it "on the go" through the app!



Integrated Web-based & Mobile Participant Experience. All accounts are accessible in ways that work for the participant.



Industry-Leading Security. 24-hour back-up and 30-day back-up storage from ransomware; Role-based and Biometric security across all offerings.

TASC COBRA SERVICE OVERVIEW

TASC offers complete administration and compliance for your COBRA program. We manage all aspects of administration and work closely with employers to ensure seamless plan implementation, accurate ongoing administration, and dependable compliance throughout. TASC takes the burden off the employers and provides peace of mind that their COBRA administration is in complete compliance with all Federal rules and regulations.

ADMINISTRATION SERVICES AND ONLINE CAPABILITIES



As a client of TASC COBRA, you receive a comprehensive menu of administration services and tools designed to simplify the administrative process, reduce your workload, and help increase customer satisfaction. TASC offers paperless administration options for convenient and accessible COBRA processing. Our online system offers a secure environment for your COBRA data

that is easy-to-use and loaded with functionality so you can easily view and manage everything related to your plan.

Employer Services Include:

- ✓ Plan Enrollment and Implementation with a simple set-up kit (online or paper):
 - TASC COBRA Administration Manual
 - *Form*: Premium Collection Plan Information
 - *Form*: Employer Notice of a Qualifying Event for COBRA Coverage
- ✓ Processing of Qualifying Event (QE) Elections
- ✓ COBRA Premium Payment Billing and Collection
 - Coupons sent to Participating Qualified Beneficiaries (PQB)
 - Monthly disbursement of premiums to employer
- ✓ All COBRA Notices
 - Notification of Qualifying Events and proof
 - COBRA election notices
 - Notification of Rate and Benefit Changes to Participating Qualified Beneficiaries (PQBs)
 - Communication to dependents
 - Direct communication with terminated employees
- ✓ Full Account Reporting (online)
- ✓ Easy-to-understand account activity reports

COBRA Compliance Services Include:

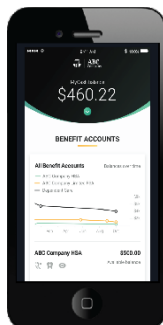
- ✓ A Compliance Reference Manual
- ✓ Proof of qualifying event notification
- ✓ Establishment of election and payment receipt deadlines
- ✓ Maintenance of records on all COBRA correspondence

Online Capabilities with MyTASC:

- ✓ Enter Participating Qualified Beneficiary (PQB)
 - Personal demographic, dependent information, and eligible benefits
- ✓ Enter New Employees
- ✓ View Existing Employee List
- ✓ Search for COBRA Eligible Employees
- ✓ Submit a COBRA Qualifying Event (QE)
- ✓ Request a Department of Labor (DOL) Initial Notice
- ✓ Access Online Reports and Participating Qualified Beneficiary (PQB) List
- ✓ Continue app or portal for COBRA participants:
 - Pay premiums online or by mobile app (one-time or recurring)
 - Print payment coupons
 - Update demographic information and add dependents
 - View copies of correspondence

Plus, with MyTASC:

- ✓ Single sign-on with access to all benefit accounts managed by TASC – no more toggling through multiple systems
- ✓ Integration through one website and one app for the employer and the participant



TASC COBRA PRICING

Number of Employees:	
Plan Start Date:	

Set-Up Fee (one-time charge)	\$
Based on a single location. <i>Includes:</i>	
<input checked="" type="checkbox"/> Initial establishment of the Plan on TASC's specialized COBRA software. <input checked="" type="checkbox"/> Delivery of Employer Enrollment Package containing all of the necessary forms and instructions. <input checked="" type="checkbox"/> Coordination with the employer and if necessary, with Insurance Carriers. <input checked="" type="checkbox"/> Toll-free employer and Qualified Beneficiary support and consultation.	
Administration Fee (per Benefit Eligible Employee, per Month)	\$
Based on the number of employees eligible for the employer's benefit plan(s), per month. <i>Includes:</i>	
<input checked="" type="checkbox"/> Access to New MyTASC portal and mobile app. <input checked="" type="checkbox"/> Mail Qualifying Event Notifications to qualified beneficiaries. <input checked="" type="checkbox"/> Process and Adjudicate COBRA Elections. <input checked="" type="checkbox"/> Process Monthly Premium Collections. <input checked="" type="checkbox"/> Initial Rights Notification letters. <input checked="" type="checkbox"/> Issue monthly insurance premium payment to Employers. <input checked="" type="checkbox"/> Provide Employers with online Account Management Reports.	
Minimum Monthly Administration Fee	\$
Annual Renewal Fee (per year)	\$
Qualified Beneficiary Takeover Fee (one-time charge)	\$30.00/TQB
<i>Includes:</i>	
<input checked="" type="checkbox"/> Audit/Takeover of current COBRA participants. <input checked="" type="checkbox"/> Coordination of collection of premiums from the current qualified beneficiaries.	
Administrator Processing Fee	\$
TASC COBRA will charge and retain a 2% administration fee to COBRA Qualified Beneficiaries where allowed by law.	
Additional Services & Fees	
DOL General Initial Rights to all current EmployeesUpon Bid Request	
Carrier Notifications: when PQB enrolls/terminates COBRAUpon Bid Request	
Send Premiums to Carriers..... Upon Bid Request	
Mail Open Enrollment materials Upon Bid Request	

TERMS

Set-up fee must be submitted with your completed service application.

GUARANTEES

The pricing presented in this proposal is guaranteed for 90 days.

Any and all information in this TASC proposal is confidential and can be used for the sole purpose of placing a client with TASC. Any disclosure of this information to any other third party is a breach of the TASC Provider Agreement(s) and will cause losses to TASC. TASC will immediately terminate any agreement with any person who discloses the information to an unauthorized third person and seek immediate reimbursement for any loss attributable to the disclosure.