

WEB BENEFITS DESIGN

Technology, Communications & Administration

ACA and Compliance Services Contract Addendum

City of Killeen





Technology & Administration Delivery Agreement

Thank you very much for allowing WBD the opportunity to continue to work with City of Killeen to deliver technology, communications and administrative services. We look forward to continuing our mutually beneficial business relationship that will facilitate growth, progress, increased efficiencies and creative, cost-savings solutions for the City of Killeen benefits and human resources teams.

The terms and conditions in your signed Web Benefits Design contract are applicable and binding to this ACA contract addendum.

WBD – ACA Compliance Services		
Name of Broker / Consultant	Gallagher - Sugarland	
Name of Employer	City of Killeen	
# of Benefits-Eligible EE's Loaded Into Total Access Exchange <i>This is the number used to calculate all baseline PEPM calculations</i>	1400	
One Time, Annual or Renewal Fees	1X Fee	Client Election
Initial Set Up Fee – ACA Reporting Includes configuring system to populate 1094 and 1095 forms, along with the initial setup and management of IRS electronic data filing requirements.	\$1,000	<input checked="" type="checkbox"/>
ACA Historical Data Load (for employers with mid-year installations)	\$1,000	<input checked="" type="checkbox"/>
Inforce Client Discount (no historical data charge)	-\$1,000	
Mid-Year PEPM Catchup (January 1 – June 30 2016)	\$8,400	
Total One Time Fees	\$9,400	
ACA Compliance Services	PEPM Cost	Client Election
ACA Compliance Services – Standard Displaying Summary of Benefits and Coverage on Benefits Website, displaying the Employee Notice of Exchange on Benefits Website and displaying all SPD's, COBRA, FMLA and other Employer-Mandated Communications and Notifications	Included	<input checked="" type="checkbox"/>
ACA Compliance Services – Enhanced <ul style="list-style-type: none"> • 1094C and 1095C Forms • Year End W-2 Report • Reinsurance Assessment Fee Report • Affordability Report 	\$1.00*	<input checked="" type="checkbox"/>
Hard Copy Distribution (Mailings) of Employee 1095 B & C Forms Web Benefits Design will print and mail Employee forms with a cover letter to the address on file.	\$3.00 Per mailing	<input type="checkbox"/>
Total Cost		
Total Recurring ACA & Compliance Monthly Fees (beginning July 1, 2016)	\$1,400	

*FEE BASED ON TOTAL NUMBER OF 1095-C FORMS PRODUCED



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WBD RESPONSIBILITIES: 1094 AND 1095 REPORT AND FORM GENERATION SERVICES (ENHANCED)

- 1094 C and 1095-C Forms *(Electronic master file of all employee and employer forms)*
- WBD will supply an electronic version of the master file of all employee and employer forms
- Form generation will be completed on or before the IRS mandated timeline set forth.
- Form generation will include population of all data including lines 14, 15 and 16 of Part 2 on Form 1095-C.
- Includes form generation for COBRA participants *(assuming client uses WBD specific file format)*
- Electronic filing with the IRS *(option provided at no additional cost, employer may choose to opt out)*
- Corrections and amended IRS filings
- Authorized administrators can access all 1095-B and 1095-C forms via HR Access
- Individual employees can access their personal 1095-C form via the Total Access Exchange.
- WBD will provide telephonic support for questions or requests to re-issue forms.
- WBD will provide the following additional reports in Excel:
 - ✓ Year-end healthcare summary reports with data for Box 12 on W-2 forms. *(Reports include data from the effective date of system installation. WBD does not load historical data for W-2 reporting purposes).*
 - ✓ Affordability Report *(illustrates affordability metrics comparing salary vs. coverage options)*
 - ✓ Reinsurance Assessment Fee Report



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ACA - EMPLOYER PLAN ADMINISTRATOR RESPONSIBILITY

In order for WBD to provide ACA reporting, certain information requirements must be upheld by the employer and/or plan administrator.

- The services to be provided by WBD are administrative in nature; Employer retains all authority and responsibility as plan sponsor.
- Employer is ultimately responsible for all fiduciary responsibility associated with the 1094 and 1095 forms. WBD will not assume liability for fines, fees or financial penalties.
- WBD can only report on the data provided to us by the client. WBD's accuracy relies on the integrity of the data within our system. WBD does not create data, but uses data provided by the employer to process calculations and reports. The validity and accuracy of the data provided in the system is the employer's responsibility.
- In order to generate accurate series codes, the employer must provide system indicators differentiating benefits eligible vs. non-eligible employees.
- Historical data loads will be required for all time periods prior to the effective date of WBD's Total Access Exchange installation.
- Client is responsible for providing historical data within 30 days of the contract effective date.
- If you are loading employees that are not currently housed in the WBD System (ex: Union, COBRA), and the data has changed prior to 12/31 of the plan year, then you must send us this updated data, in our file specs, before January 10th in order to file on time with the IRS.
- For historical data loads, the client agrees to adhere to the file specifications provided by WBD.
- Client is responsible for physical distribution of employee forms and notifications unless WBD is contracted for this additional service (*see mailing and fulfillment services section of contract on page 2*)
- Employer is responsible for collecting missing dependent information. If dependents are missing from the system or have missing information (*SSN, date of birth, etc.*), it is the employer or employee's responsibility to enter that information into the EBISA.
- If client wishes to refresh annualized salaries with final year end salaries, a complete salary file including employee name, SSN and employee ID# must be received no later than January 10th.
- If employer chooses to modify the 1094 employer transmittal form, all modifications must be completed by the employer outside of the EBISA. If employer modifies the 1094 form, employer will be responsible for the electronic filing with the IRS.
- If employer does not use WBD's integrated COBRA services, then the employer is responsible for providing this information to WBD in WBD's specific file format along with all historical data if applicable.

Billing and Payment Agreement

- This constitutes a binding contract beginning 01/01/2016. In the event of early termination, the monthly fees are due and payable through 12/31/2018, unless terminated for cause.
- Monthly fees are invoiced on the first of each month for the prior month's services. For full year historical data loads, your bill will reflect 12 month pricing (i.e. \$12 per 1095-C form). Payments are due upon receipt of invoice and are considered late if not paid prior to the next month's billing cycle.
- Late fees may apply.
- Web Benefits Design accepts payment by credit card or check.
- If paying by check, please make checks payable to Web Benefits Design Corporation.

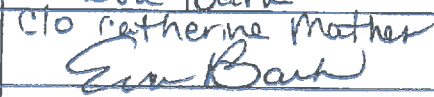
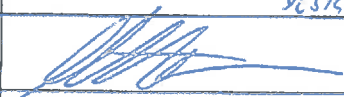
PAYMENT INFORMATION

Web Benefits Design Corporation
 P.O. Box 1568
 Windermere, FL 34786-1568

Auto Credit Card debits are available. All credit card receipts and/or invoices will be sent to you via email to the e-mail below:

Contacts	Employer Information	Broker Information
Company Name	City of Killeen	Gallagher Benefit Services
Address	101 North College St. Killeen, TX 76541	2245 Texas Drive Suite 140 Sugar Land, TX 77479
Account Contact	Catherine Mathes	Burke Sunday
Phone	254-298-5650	281-295-3013
Email	cmathes@killeentexas.gov	Burke_Sunday@aig.com
Client Website		
Billing Contacts and Payment Information	Employer Information	Broker Information
Billing Contact		
Billing Phone		
Billing Email		
Method of Payment	Check Automatic Monthly Credit Card	Check Automatic Monthly Credit Card
Credit Card Information	Visa MasterCard American Express	Visa MasterCard American Express
Credit Card Number		

Signature and Authorization

Contract Signature	Employer Signature	Broker Signature
Printed Name	CO Catherine Mathes Eva Bark	Steve Heenan Web Benefits Design Corp.
Signature		
Date	7/7/16	7-8-16