

## ERISA Wrap Plan Document and Summary Plan Description

### ERISA Wrap Documents Help To:

- Avoid ERISA penalties
- Be audit and litigation ready
- Ease the administration of benefits plans
- Simplify government reporting

### Wrap Docs Standard Process & Fees

Benefit Comply offers an efficient and cost-effective SPD and plan document creation process using standard document language appropriate for most employers and supplemented with customized eligibility rules and other details specific to each employer.

#### Initial Engagement

- A Benefit Comply Consultant works with the employer to collect the information necessary to create the ERISA documents.
- Once all information is received, Benefit Comply will engage in ERISA document creation.
- Documents are delivered back to the employer for review
- After the review, Benefit Comply delivers final Wrap Document, Summary Plan Description and Distribution Guidelines

#### Annual Checkup Renewal Subscription

An important part of ERISA compliance is keeping documentation up to date when changes are made to benefits. The checkup includes:

- An annual reminder to review your documents and a checklist to assist with the review
- Any necessary document changes that correspond to the checklist and creation of the corresponding SMM
- Plan document updates to reflect any changes in the ERISA regulations

<b>Initial Engagement</b>	<b>\$750</b>
<b>Renewal Subscription</b>	<b>\$250/year*</b>
<b>First Year Total</b>	<b>\$1,000</b>

\* Renewal Subscription is optional but must be opted into at original point of purchase. Otherwise, the first year total fee will equal \$750 and we will be happy to make future changes to the documents at an hourly rate of \$300/hour.

### Add-on Fees

**Pop Documents** **\$225**

**Legal Advice:** For employers with complex situations (e.g. benefits designs, ownership structures, ect.) We may recommend retaining legal counsel on an hourly basis for attorney drafted documents and additional consulting.