



Compliance Service Application

Company Information:

Company Name: _____

Company Contact: _____

Contact e-mail: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Employer Tax ID #: _____

Requested Effective Date: _____

Authorized Signature (employer)

The employer hereby wishes to obtain RP Riley's compliance services as outlined in the benefit resource brochure and service agreement. We acknowledge that RP Riley is not responsible for completing or filing any IRS or legal forms.

Authorized Signature

Date

Agent Information:

Agent Name: _____

Agency Name: _____

Phone Number: _____

Compliance Services Check list

Please check all services requested. Please indicate time frame needed. All request can be modified at any time.

Employer Bulletins and News Letters

(emailed- will begin at time application is submitted)

- _____ Benefits Bulletin quarterly Newsletter– covers hot benefits topics in depth.
- _____ Benefits Buzz monthly Newsletter– features two short, easy to read, benefit topics along with a did you know factoid.
- _____ Legal & Compliance Monthly Campaign– legislative brief intended to educate on various legal or compliance topics
- _____ HR Insights– monthly campaign covering a variety of hot HR topics and tools

Employee News Letters

(emailed- will begin at time application is submitted, we will need employee email addresses)

- _____ Live Well, Work Well Newsletter– features topics like health, wellness, fitness, nutrition and personal finances. *(also available in Spanish)*
- _____ Health Care Consumerism– bi-monthly campaign designed to help employees become better educated consumers of health care.
- _____ Prevention Employee Newsletter– quarterly features about getting fit, losing weight, avoiding disease and living healthier

See the Employee Benefit Resource Library brochure for additional information. Employer can request any publication, tools and materials from the brochure through their agent or directly from RP Riley Management Group

	<u>Needed By</u>
_____ HIPAA Compliance	_____
_____ PCORI Services (for those with an RP Riley HRA)	Sent out each June
_____ Enrollment Communications	_____
_____ FMLA Information/Forms	_____
_____ 6055 & 6065 Reporting Tool Kit	_____
_____ ERISA & PPACA Annual Notices	_____
_____ Employee Handbooks	_____
_____ Benefit Statements	_____
_____ Health care reform calculators	_____
_____ Work place Wellness	_____