

Administrative Fees

Initial Set up Fee

(Based on # of employees enrolled)

1-200	\$ 500.00
201-400	\$ 1,000.00
401-600	\$1,500.00
601-800	Per
801+	Account

This fee will include Initial COBRA Notices and Set up of up to 5 benefit plans.

Thereafter an additional fee of \$35 per plan.

Renewal Fees: 50% of the initial set up fee
(Includes Initial COBRA Notices for new hires for renewal year)

Monthly COBRA/STATE CONTINUATION Administration Fee

\$ 5.00 per employee per month

Minimum Monthly Fee \$50.00

Takeover Participant Fee

\$15.00/ active COBRA participant

Optional Fees:

Annual Medicare Part D Notices
\$3.00 per employee

Annual Woman's Health Cancer Rights Act Notices
\$3.00 per employee

Open Enrollment Notification
\$3.00/notice

Additional services requested
\$70.00 per hour

In the event that employment turnover is in excess of 20% of the # of employees enrolled on the effective date, RP Riley Management Group reserves the right to charge the per employee fees as outlined above.