



NEW CLIENT APPLICATION SECTION 1

Please check the applicable service(s) requested:

- Medical Flexible Spending Account (MFSA)*—complete sections 1–4
Limited Purpose FSA (LPFSA)*—complete sections 1–4
Dependent Care Flexible Spending Account (DCFSA)*—complete sections 1–4
Healthcare Reimbursement Account (HRA)*—complete sections 1–4
Health Savings Account (HSA)*—complete sections 1–2
Commuter Reimbursement Account (CRA)*—complete sections 1–4
VEBA/HRA Administration (VEBA)*—complete sections 1–4
COBRA Administration (COBRA)—complete sections 1, 3, 4, and 5
Premium-Only Plan (POP)**—complete sections 1–3
Document Only (No Administration)

*includes the AmeriFlex Convenience Card® **Clients looking for POP plans only please visit the AmeriFlex ePOP site www.epopdocs.com

SAVE PRINT EMAIL RESET

Please mail, fax, or e-mail all forms to: AmeriFlex Convenience
AmeriFlex
302 Fellowship, Suite 100
Mount Laurel, NJ 08054
Attn: Account Implementation Department
Phone: 888.868.FLEX (3539) Fax: 888.506.6392
Date Received by AmeriFlex

Employer Information (This section must be completed for all services selected.):

Legal name of employer:
Telephone: Fax:
Employer mailing address:
City: State: Zip:
Contact person for monthly invoicing: E-mail address:
Contact person for monthly administration: E-mail address:
State of legal construction: Federal Tax ID #: Type of legal entity (Corp., Sole Prop., Partnership, etc.):
Sub-Chapter "S" Corp.? YES NO
Are affiliated employers adopting this plan? YES NO (If YES, please complete the Affiliated Employer Worksheet.)
Number of benefit-eligible employees: Number of insured employees Total number of employees:

Fees and Administration (This section must be completed for all services selected.):

Medical/Dependent Care Flexible Spending Accounts Limited Purpose FSA VEBA/HRA Administration
One-time account setup: Monthly Administration (per participant/per month): Annual Renewal:

Health Reimbursement Accounts Health Savings Accounts Note: HSA Monthly Administration Fee excludes any applicable investment account charges (charged to participant)
One-time account setup: Monthly Administration (per participant/per month):

COBRA Administration:
One-time account setup: Monthly Administration (per participant/per month): Optional Initial Notification Letters for active participants: \$5.00 each

Agent Information (This section must be completed for all services selected.):

Agent:
Enrollment Contact:
Address:
City: State: Zip: Tel:
Fax: E-mail: Tax ID#:
Referred to AmeriFlex by:
Special notes/mailling instructions:
E-Mail completed documents to (if this line is left blank, documents will be sent to the client): E-mail address:
Direct invoice to the attention of: E-mail address:



NEW CLIENT APPLICATION SECTION 2

A. Cafeteria Plan Information (please complete for MFSA, DCFSA, LPFSA and POP components):

Premium Only Component (only fill in this section if you would like this information to appear in the cafeteria plan document and you have checked off the POP box on page one of the NCA):

New Plan: Plan year start: _____ Plan year end: _____ Is this a short plan year? YES NO If yes, next plan year must be a full 12 month plan.
Next plan year start: _____ End: _____ Original effective date: _____

Eligibility waiting period (check one): Days _____ Weeks _____ Months _____ Years _____ (**Waiting period must be uniform for all participants)
Date of eligibility (e.g. first of the month following, etc.): _____
Required working hours per week: _____ Are union employees eligible for participation? _____
Core Benefits offered on a pre-tax basis:
Health Vision Dental Group Term Life Disability Cancer Accident Hospital Income Medical Gap Critical Illness Other
If dental is offered, does it include orthodontia? YES NO
If health insurance is offered, is it a PPO, HMO, POS, Indemnity? _____

HSA Component

If an HSA is offered, is it offered on a pre-tax basis? YES NO If yes, how is the HSA funded? Solely employee pre-tax contributions Employee and employer contributions

Medical FSA and Limited Purpose FSA Component

New Plan: Plan year start: _____ Plan year end: _____ Is this a short plan year? YES NO If yes, next plan year must be a full 12 month plan.
Next plan year start: _____ End: _____

Takeover Plan: Original effective date: _____ Plan year start: _____ Plan year end: _____
Is this a mid-plan year takeover? _____ Number of existing participants: _____

Date of first pre-tax withholding for the Medical FSA Plan: _____
Eligibility waiting period (check one): Days _____ Weeks _____ Months _____ Years _____ (**Waiting period must be uniform for all participants)
Date of eligibility (e.g. first of the month following, etc.): _____
Required working hours per week: _____ Number of pays per year: _____ Number of withholdings per year: _____ Dates to skip: _____
Are union employees eligible for participation? _____ Will employee elections be supplied to AmeriFlex electronically? _____
Annual maximum for MFSA Plan: _____ Annual Maximum for LPFSA Plan: _____
What will the MFSA cover? All Code §213(d) expenses including dental and vision Dental expenses Vision expenses Other
Will this plan include the 2.5 month extension? YES NO
Run-out period (if no selection is indicated, the default is 3 months): Months _____
Please select your preferred orthodontia reimbursement method (if no selection is indicated, the default method is as incurred and paid):
As incurred and paid (i.e., month by month) As paid only (i.e., in advance of services rendered, regardless of amount)
Would you like employees who are called to active military service mid-plan year to be allowed to cash out their unused balance? YES NO

Dependent Care FSA Component

New Plan: Plan year start: _____ Plan year end: _____ Is this a short plan year? YES NO If yes, next plan year must be a full 12 month plan.
Next plan year start: _____ End: _____

Takeover Plan: Original effective date: _____ Plan year start: _____ Plan year end: _____
Is this a mid-plan year takeover? _____ Number of existing participants: _____

Date of first pre-tax withholding for the Dependent Care FSA Plan: _____
Eligibility waiting period (check one): Days _____ Weeks _____ Months _____ Years _____ (**Waiting period must be uniform for all participants)
Date of eligibility (e.g., first of the month following, etc.): _____
Required working hours per week: _____ Number of pays per year: _____ Number of withholdings per year: _____ Dates to skip: _____
Are union employees eligible for participation? _____ Will employee elections be supplied to AmeriFlex electronically? _____
Annual maximum for DCFSA Plan (IRS Maximum is \$5,000/family/year): _____
Will this plan include the 2.5 month extension? YES NO Run-out period (if no selection is indicated, the default is 3 months): _____ Months

PLEASE NOTE: Please review the above information carefully before submission. Once the new client application is submitted and plan documents are generated and sent, all changes will require an amendment fee even if the plan year has not started.



NEW CLIENT APPLICATION SECTION 2

B. Healthcare Reimbursement Arrangement:

New Plan: Plan year start: _____ Plan year end: _____ Is this a short plan year? YES NO If yes, next plan year must be a full 12 month plan.
 Next plan year start: _____ End: _____ Original effective date: _____

Takeover Plan: Original effective date: _____ Plan year start: _____ Plan year end: _____
 Is this a mid-plan year takeover? _____ Number of existing participants: _____

Eligibility waiting period (check one): Days _____ Weeks _____ Months _____ Years _____ (**Waiting period must be uniform for all participants)

Date of eligibility (e.g. first of the month following, etc.): _____

Required working hours per week: _____ Number of pays per year: _____

Does the employee have to be enrolled in the employer's High Deductible Health Coverage (HDHC) Plan to be eligible for the HRA? YES NO

Are union employees eligible for participation? _____

Will elections be supplied to AmeriFlex electronically? YES NO

Employer contribution per participant: Single _____ EE/Spouse _____ EE/Child _____ Family _____

When are funds available? Day one (annual basis at beginning of plan year) As contributed (pro-rata basis)

NOTE: If the HRA is funding all or a portion of the insurance deductible AND the carrier's deductible year does not match the Plan Year selected, please list the date AmeriFlex should replenish the HRA: _____

If the initial plan year is a short plan year, participants' accounts will: Be pro-rated based on remaining pays Be credited with the full annual contribution

If a participant enters the plan mid-plan year, they receive: The full annual contribution A pro-rated contribution

Can participants carry over unused funds? YES NO Maximum carryover: % _____ \$ _____

Must participants meet a deductible before the HRA becomes active? YES NO Is AmeriFlex tracking this deductible? YES NO

Is an FSA offered? YES NO Which pays first? FSA HRA

If a participant terminates his or her employment for any reason, including but not limited to disability, retirement, layoff, or voluntary resignation, any unused amounts in his or her HRA:

Are forfeited May be spent down until the account balance is depleted

Is an HDHP in place? YES (integrated HRA with HDHP) NO (stand-alone HRA) If YES, does the HRA cover: In-network Out-of-Network

Will the HRA cover any pharmacy expenses? YES NO If YES, does the HRA cover OTC Only, Rx Only, or Both OTC and Rx? _____

If Rx Only, please see below for a description of the IIAS Debit Card limitations at pharmacy locations and choose either: IIAS-HET (Healthcare Eligible Total) or IIAS-Rx Only (Rx Subtotaling) Beginning 7/1/09, the IRS requires mandatory auto-substantiation of pharmacy purchases using Inventory Information Approval Systems (IIAS). There are two levels of IIAS that a pharmacy can choose to install:

- 1) Healthcare Eligible Total (HET): Credit/Debit card terminals at these pharmacies can only separate grocery/non-medical items from all healthcare eligible items (perfect for FSA plans) but cannot further separate healthcare eligible items into OTC and Rx categories.
- 2) Prescription Subtotaling (Rx): Credit/Debit card terminals at these pharmacies can separate grocery/non-medical items from all healthcare eligible items AND separate OTC and Rx items for plans that only allow one or the other.

Visit www.sig-is.org to find participating merchants in each category. Rx Only may be preferred for deductible plans to help prevent fraudulent purchases of OTC items.

Excluded items: Vision Dental OTC Rx Doctor Hospital Lab Chiropractic Other

Special Processing Notes: _____

C. Commuter Reimbursement Arrangement:

New Plan: Plan year start: _____ Plan year end: _____ Is this a short plan year? YES NO If yes, next plan year must be a full 12 month plan.
 Next plan year start: _____ End: _____ Original effective date: _____

Annual maximum for Parking (IRS maximum for 2009 is \$230/month): \$ _____ Annual maximum for Transit (IRS maximum for 2009 is \$230/month): \$ _____

D. Health Savings Account:

Please select the HSA enrollment option: Paper Based Online

E. VEBA

Does Employer have a corporate resolution in place? YES NO Name of Trustee Plan (Trust): _____

PLEASE NOTE: Please review the above information carefully before submission. Once the new client application is submitted and plan documents are generated and sent, all changes will require an amendment fee even if the plan year has not started.



▶ NEW CLIENT APPLICATION SECTION

Additional Locations and Affiliated Employer Information:

Location #1

Legal name of employer: _____ | Contact Person: _____

Is this an affiliated employer or an additional location? Affiliated Employer Additional Location

Does this location require separate reporting/funding? YES NO

Telephone: _____ | Fax: _____

Employer mailing address: _____

City: _____ | State: _____ | Zip: _____

Benefits contact: _____

Number of pays per year: _____ | Number of withholdings per year: _____ | Dates to skip: _____

Employer president: _____

EIN: _____

Duration of pay period: (from) _____ | (to) _____ | Day of the week paid: _____

Date of first pre-tax withholding for the Flex Plan: _____

Location #2

Legal name of employer: _____ | Contact Person: _____

Is this an affiliated employer or an additional location? Affiliated Employer Additional Location

Does this location require separate reporting/funding? YES NO

Telephone: _____ | Fax: _____

Employer mailing address: _____

City: _____ | State: _____ | Zip: _____

Benefits contact: _____

Number of pays per year: _____ | Number of withholdings per year: _____ | Dates to skip: _____

Employer president: _____

EIN: _____

Duration of pay period: (from) _____ | (to) _____ | Day of the week paid: _____

Date of first pre-tax withholding for the Flex Plan: _____

Location #3

Legal name of employer: _____ | Contact Person: _____

Is this an affiliated employer or an additional location? Affiliated Employer Additional Location

Does this location require separate reporting/funding? YES NO

Telephone: _____ | Fax: _____

Employer mailing address: _____

City: _____ | State: _____ | Zip: _____

Benefits contact: _____

Number of pays per year: _____ | Number of withholdings per year: _____ | Dates to skip: _____

Employer president: _____

EIN: _____

Duration of pay period: (from) _____ | (to) _____ | Day of the week paid: _____

Date of first pre-tax withholding for the Flex Plan: _____



There are two funding options available for funding your account(s), Daily ACH or Weekly ACH. Once the plan year begins, AmeriFlex will email a claims notification with the total amount of the previous day's transactions (daily ACH) or with the previous week's transactions (weekly ACH). Within 24 hours of sending the claims notification, AmeriFlex will debit the employer's pre-designated claims account for the required funds. Administrative fees are debited via ACH on a monthly basis.

Weekly ACH/Debit: With discounted pricing and automated, weekly debits, the weekly ACH/Debit funding option offers greater value and convenience to employers. With the weekly ACH/Debit funding option, the employer pre-funds an amount equal to one-twelfth (1/12) of the annual elections to the AmeriFlex Flex Claims Account. Each week, the employer will receive an email from AmeriFlex notifying them that an invoice for the previous week's transactions is available to review online through the AmeriFlex Invoice Manager system. AmeriFlex will debit the employer's pre-designated claims account within 24 hours for the required funds.

Daily ACH/Debit: With the daily ACH/Debit funding option, employers will receive a daily email notifying them that an invoice for the previous day's transactions is available to review online through the AmeriFlex Invoice Manager system. AmeriFlex will debit the employer's pre-designated claims account within 24 hours for the required funds.

Company Name: _____

Please select a Funding Option and complete the Bank Authorization Agreement on the next page:

Weekly ACH/Debit

Daily ACH/Debit



We, _____, hereinafter called CLIENT, hereby authorize AmeriFlex, hereinafter called COMPANY, to initiate debits and/or credits to or from our Bank Account indicated at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit and or credit the same to such account. We acknowledge that the origination of ACH transactions to or from our account must comply with the provisions of U.S. law.

FUNDING CLAIMS and PREFUND Depository*

Name of the Bank: _____
 City: _____ | State: _____ | Zip: _____
 Routing Number: _____ | Account Number: _____
 Account Type (Select One): Checking Account Savings Account

*Serves as a liquidity deposit to prevent your account from going negative in weeks with high claims activity. Prefund must be replenished as soon as it drops below 1/12 of annual plan elections.

This authorization is to remain in full force and effect until COMPANY has received written notification from CLIENT of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

COBRA Premium Reimbursement Depository*

Name of the Bank: _____
 City: _____ | State: _____ | Zip: _____
 Routing Number: _____ | Account Number: _____
 Account Type (Select One): Checking Account Savings Account

*Allows AmeriFlex to electronically deposit all collected monthly COBRA premiums directly into your bank account, usually by the 15th of the month following each premium period. You may download a "remittance report" through AmeriFlex's online COBRA portal to see a full accounting and reconciliation of each monthly electronic deposit.

This authorization is to remain in full force and effect until COMPANY has received written notification from CLIENT of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

ADMINISTRATION FEES—Depository (Complete only if different from above)

Name of the Bank: _____
 City: _____ | State: _____ | Zip: _____
 Routing Number: _____ | Account Number: _____
 Account Type (Select One): Checking Account Savings Account

This authorization is to remain in full force and effect until COMPANY has received written notification from CLIENT of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Authorization (please print): _____
 Date: _____ | Signature (required): _____
 Authorized Individual to sign/act on behalf of CLIENT: _____
 Client tax ID#: _____

Please Mail or Fax Original to:

AmeriFlex
 Attn: Finance Department
 302 Fellowship, Suite 100
 Mount Laurel, NJ 08054
 Fax: 208.247.5932

Office Use Only

Date received: _____
 Date of Instruction: _____
 ID Number: _____
CORPORATE



COBRA Administration Information

Please complete the following for each sponsored COBRA/Direct Billing Plan. Make additional copies of this page as needed.

Carrier Name: _____ Insurance Type (Medical, Dental, Vision, EAP, etc.): _____

Plan Name: _____

(HMO, PPO, POS, DMO, etc.) NOTE: Must be unique across all employer sponsored plans and used for all correspondence.

Plan Policy Number: _____ Next Plan Anniversary Date: _____ Fully Insured? YES NO

Cust. Srv. Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Address: _____

Is this plan available to a specific Division? YES NO Division Name: _____

Coverage Termination: Date of Qualifying Event End of Month/Extended Employer Notice Rule

Does this Plan offer Conversion? YES NO

Does this employer charge 50% premium surcharge during disability extensions under COBRA? YES NO

Plan Rate Type: Composite Age/Gender based (include copy of rate table)

If plan rates are Age/Gender based, does the carrier adjust the member's premium on their birth date or plan anniversary

Composite Rate Table

Please provide rates for the current and prior plan years which are needed in the event that there are any active participants prior to the new effective plans and rates.

Coverage Level	Monthly Premium (Prior Year)	Monthly Premium (Current Year)
Employee Only	_____	_____
Employee + Spouse	_____	_____
Employee + Child	_____	_____
Employee + Children	_____	_____
Employee + Family	_____	_____
Employee + 1 dependent	_____	_____
Employee + 2 dependents	_____	_____
Spouse Only	_____	_____
Spouse + Child	_____	_____
Spouse + Children	_____	_____
Child Only	_____	_____

Comments/Special Instructions



COBRA Administration Information

Please complete the following for each sponsored COBRA/Direct Billing Plan. Make additional copies of this page as needed.

Carrier Name: _____ Insurance Type (Medical, Dental, Vision, EAP, etc.): _____

Plan Name: _____

(HMO, PPO, POS, DMO, etc.) NOTE: Must be unique across all employer sponsored plans and used for all correspondence.

Plan Policy Number: _____ Next Plan Anniversary Date: _____ Fully Insured? YES NO

Cust. Srv. Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Address: _____

Is this plan available to a specific Division? YES NO Division Name: _____

Coverage Termination: Date of Qualifying Event End of Month/Extended Employer Notice Rule

Does this Plan offer Conversion? YES NO

Does this employer charge 50% premium surcharge during disability extensions under COBRA? YES NO

Plan Rate Type: Composite Age/Gender based (include copy of rate table)

If plan rates are Age/Gender based, does the carrier adjust the member's premium on their birth date or plan anniversary

Composite Rate Table

Please provide rates for the current and prior plan years which are needed in the event that there are any active participants prior to the new effective plans and rates.

Coverage Level	Monthly Premium (Prior Year)	Monthly Premium (Current Year)
Employee Only	_____	_____
Employee + Spouse	_____	_____
Employee + Child	_____	_____
Employee + Children	_____	_____
Employee + Family	_____	_____
Employee + 1 dependent	_____	_____
Employee + 2 dependents	_____	_____
Spouse Only	_____	_____
Spouse + Child	_____	_____
Spouse + Children	_____	_____
Child Only	_____	_____

Comments/Special Instructions



COBRA Administration Information

Please complete the following for each sponsored COBRA/Direct Billing Plan. Make additional copies of this page as needed.

Carrier Name: _____ Insurance Type (Medical, Dental, Vision, EAP, etc.): _____

Plan Name: _____

(HMO, PPO, POS, DMO, etc.) NOTE: Must be unique across all employer sponsored plans and used for all correspondence.

Plan Policy Number: _____ Next Plan Anniversary Date: _____ Fully Insured? YES NO

Cust. Srv. Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Address: _____

Is this plan available to a specific Division? YES NO Division Name: _____

Coverage Termination: Date of Qualifying Event End of Month/Extended Employer Notice Rule

Does this Plan offer Conversion? YES NO

Does this employer charge 50% premium surcharge during disability extensions under COBRA? YES NO

Plan Rate Type: Composite Age/Gender based (include copy of rate table)

If plan rates are Age/Gender based, does the carrier adjust the member's premium on their birth date or plan anniversary

Composite Rate Table

Please provide rates for the current and prior plan years which are needed in the event that there are any active participants prior to the new effective plans and rates.

Coverage Level	Monthly Premium (Prior Year)	Monthly Premium (Current Year)
Employee Only	_____	_____
Employee + Spouse	_____	_____
Employee + Child	_____	_____
Employee + Children	_____	_____
Employee + Family	_____	_____
Employee + 1 dependent	_____	_____
Employee + 2 dependents	_____	_____
Spouse Only	_____	_____
Spouse + Child	_____	_____
Spouse + Children	_____	_____
Child Only	_____	_____

Comments/Special Instructions



COBRA Administration Information

Please complete the following for each sponsored COBRA/Direct Billing Plan. Make additional copies of this page as needed.

Carrier Name: _____ Insurance Type (Medical, Dental, Vision, EAP, etc.): _____

Plan Name: _____

(HMO, PPO, POS, DMO, etc.) NOTE: Must be unique across all employer sponsored plans and used for all correspondence.

Plan Policy Number: _____ Next Plan Anniversary Date: _____ Fully Insured? YES NO

Cust. Srv. Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Contact: _____ Phone: _____ Fax*: _____ Email: _____

Enrollment Address: _____

Is this plan available to a specific Division? YES NO Division Name: _____

Coverage Termination: Date of Qualifying Event End of Month/Extended Employer Notice Rule

Does this Plan offer Conversion? YES NO

Does this employer charge 50% premium surcharge during disability extensions under COBRA? YES NO

Plan Rate Type: Composite Age/Gender based (include copy of rate table)

If plan rates are Age/Gender based, does the carrier adjust the member's premium on their birth date or plan anniversary

Composite Rate Table

Please provide rates for the current and prior plan years which are needed in the event that there are any active participants prior to the new effective plans and rates.

Coverage Level	Monthly Premium (Prior Year)	Monthly Premium (Current Year)
Employee Only	_____	_____
Employee + Spouse	_____	_____
Employee + Child	_____	_____
Employee + Children	_____	_____
Employee + Family	_____	_____
Employee + 1 dependent	_____	_____
Employee + 2 dependents	_____	_____
Spouse Only	_____	_____
Spouse + Child	_____	_____
Spouse + Children	_____	_____
Child Only	_____	_____

Comments/Special Instructions