



Worksheet for Employers with 3+ Employees

Company _____

Address _____

Contact Person _____ **Email** _____

Phone _____ **Fax** _____

Plan Year Beginning

- | | | | |
|-------------------------------------|---------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> February 1 | <input type="checkbox"/> May 1 | <input type="checkbox"/> August 1 | <input type="checkbox"/> November 1 |
| <input type="checkbox"/> March 1 | <input type="checkbox"/> June 1 | <input type="checkbox"/> September 1 | <input type="checkbox"/> December 1 |
| <input type="checkbox"/> April 1 | <input type="checkbox"/> July 1 | <input type="checkbox"/> October 1 | |

Installation Fees / First Year Costs (one-time charges)

- 1) Adoption Fee \$ _____ (A)
- 2) Access Fee \$ x ___ employees (minimum 3 employee) = \$ _____ (B)

Ongoing Cost

- 1) Monthly administrative fee
\$ _____ per month x ___ participants = \$ _____ per month x 12 = \$ _____ annually (C)

- 2) Card funding (D)

Annual funding per employee: \$500 \$750 \$1,000
 \$1,500 \$2,000 \$3,000

Funding to be provided: Quarterly Semi-Annual Annual

Summary of Total Cost

Adoption Fee \$ _____ *item (A) above*

Total Access Fee \$ _____ *item (B) above*

Annual Administrative Fee \$ _____ *item (C) above*

Total Annual Card funding \$ _____ *item (D) above*

Total Cost – Year One \$ _____ *includes one-time Adoption and Access Fee*

Total Cost – Year Two and Beyond \$ _____