



BPC Service Setup Sheet



Company Information

Employer Legal Name _____
 Address _____
 Address 2 _____
 City, State Zip _____
 Phone _____
 Fax _____
 Website _____
 Contact Person _____
 Phone _____
 Email _____
 Employer FEIN - Tax ID Number _____
 Health Alliance Group ID _____
 Number of Employees _____

Broker _____

Broker Phone _____

Broker Email _____

Is Employer subject to COBRA?

Yes No

Choose one: Health Plan is:

Fully Insured or Self Insured

Effective Date/Renewal Date _____

Chose one Employer Entity:

- C Corporation S Corporation*
- Partnership* Sole Proprietership*
- LLC* LLP*
- Governmental Entity or Church
- Non-Profit Organization
- Other

**Participation by owners may be limited*

Affiliated Employer (if applicable)

If more than one affiliated employer, please attach a separate sheet

Company _____
 Contact Name _____
 Phone Number _____
 Email _____

Address _____
 City, State Zip _____
 FEIN - Tax ID Number _____
 Employer Entity (choose from above list) _____

Health Alliance can provide an electronic data feed of enrollment and claims they have processed to BPC, Inc. for FSA and HRA plans or BPC can issue debit cards for FSAs and/or HRAs that cover all 213(d) expenses.

Employers can not offer both data feed and debit card (*Please select one*): Electronic Data Feed Debit Card

BPC Services

 Mark each service that you want BPC to administer.

- FSA Flexible Spending Account** - Cafeteria Plan IRC § 125 and IRC § 129 i.e. Health FSA and DCAP Daycare etc.
- HRA Health Reimbursement Arrangement** - IRC § 105
- HSA Health Savings Account** - IRC § 223
- COBRA Continuation Administration** - Consolidated Omnibus Budget Reconciliation Act of 1985

The signature below approves Health Alliance to provide enrollment, termination and claims information to BPC, Inc. I have reviewed the above information and attest that the information is accurate.

Employer Name ("Plan Sponsor" and "Covered Entity") _____

Employer Representative Signature _____

Title _____ Date _____

BPC will contact you to set up these plans or you can reach BPC's Implementation Department here: 217-355-2300 or 800-355-2350 or via email at benefitsetup@bpcinc.com with any questions.