



6180 Quail Valley Court
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Flex Processing Instructions

Welcome to *flexplus* - Administration Service. We look forward to serving you. We offer you a full-service program that relieves you of the burdens of compliance and administration. On the administrative side, our company provides you with an Account Service Representative that will guide you through the initial set-up procedure, flex cycle processing, re-enrollment planning as well as the year-end process.

Most of the work is performed by us, however, there are certain functions that you, as the plan sponsor must comply with. The following procedures must be adhered to each pay-cycle and throughout the plan year:

1) DEDUCTION REGISTER

You must provide us with a Payroll Deduction Register showing the following:

- a) Health Care FSA (Out of Pocket Medical Expenses) Deductions;
- b) Dependent/Child Care FSA Deductions*;

*note that this amount is reported on the employee's W2 form at the end of each year, box 10

The deduction register can be emailed or faxed if we ACH the funds, otherwise, you can mail the reports along with the funds each cycle.

2) PLAN CONTRIBUTION FUNDS

You must submit the following applicable plan contributions payable to PayPro Administrators:

- Health Care FSA (Out of Pocket Medical Expenses) Contributions;
- Dependent/Child Care FSA Contributions;
- Employee portion of Admin Fee—if applicable

note that we can ACH the funds from your account to speed up processing. The amount that is transferred is equal to the amount withheld each payroll cycle

3) EMPLOYEE STATUS CHANGES

Notify us, in writing, if an employee has a change in status and is not on the deduction report, or has been added back on to the report. For example, let us know if an employee is terminated. Properly notifying the administrator of changes in employee status keep reimbursements accurate. If an employee was on a leave of absence, and is now returning to work, notify your ASR so that we can work out a method of "catching up" deductions to account for their annual election. Or, perhaps the employee wishes to change contributions if this was a qualifying status change. Again, contact your ASR directly.

4) MAILING INFORMATION

All requested information should be sent to the following:

PAYPRO ADMINISTRATORS
6180 QUAIL VALLEY COURT
RIVERSIDE CA 92507

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