



**Davevic Benefit Consultants**  
**Compliance Service Offering**  
*Small Employer – fewer than 50 employees*

Enrollment Services	Action	Option
<ul style="list-style-type: none"> <li>✓ Employee enrollment meetings</li> <li>✓ Provide required enrollment communication for employees</li> <li>✓ Collection and review of enrollment materials</li> <li>✓ Initial and ongoing enrollment communication to carrier</li> <li>✓ Employee claim issues assistance</li> </ul>	<p><b>Employer:</b></p> <p>Provide and collect employee enrollment forms and submit to Davevic.</p> <p><b>Acrisure Mid Atlantic:</b></p> <ul style="list-style-type: none"> <li>• Maintain enrollment and terminations with carrier.</li> <li>• Provide claims assistance for employees.</li> </ul> <p>All questions regarding enrollment services can be sent to <b>MA-EBclientservices@acrisure.com</b>.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cobra Services	Action	Option
<ul style="list-style-type: none"> <li>✓ Initial General Notice to new employees</li> <li>✓ Qualifying Event notices mailed timely</li> <li>✓ Maintain compliance with federal/state guidelines</li> <li>✓ Ensure eligibility of benefit continuation</li> </ul>	<p><b>Employer:</b></p> <p>Submit on Davevic form, Notice of Qualifying Event.</p> <p><b>Davevic Benefit Consultants:</b></p> <ul style="list-style-type: none"> <li>• Provided turn-key administration from mailing event notices to collection of premiums.</li> <li>• Please note: Employers with 2-20 employees <b>must</b> offer Cobra under State law requirements.</li> </ul> <p>All questions regarding COBRA can be sent to <b>cobra@davevic.com</b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  **Additional fees may apply

I.R.S. Reporting	Action	Option
<ul style="list-style-type: none"> <li>✓ Form 720 – PCORI annual fee</li> <li>✓ Form 8941 – Credit for Small Employer Health Insurance Premiums</li> </ul>	<p><b>Employer:</b></p> <p>Annual IRS reporting forms to be filed by the employer plan sponsor in conjunction with ACA</p> <p><b>Davevic Benefit Consultants:</b></p> <ul style="list-style-type: none"> <li>• Prepare IRS forms for submission by Employer as needed.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  **Additional fees may apply

Section 125	Action	Option
<ul style="list-style-type: none"> <li>✓ Non-discrimination testing when applicable</li> <li>✓ Premium Only Plan Language</li> <li>✓ Employee Election Forms</li> <li>✓ Payroll Instructions</li> </ul>	<p><b>Employer:</b></p> <p>For an Employer to take pre-tax deductions, they must set-up a Premium Only Plan. Employee may change election with approved qualifying event.</p> <p><b>Davevic Benefit Consultants:</b></p> <ul style="list-style-type: none"> <li>• Prepare Premium Only Plan with SPD, update each benefit plan year.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No  **Additional fees may apply



