

# BenAlert

## BENEFIT TRENDS AND LEGISLATIVE UPDATES

OCTOBER 2011



HOWITT  
Benefit Services

Howitt Benefit Services is pleased to provide you with periodic updates on benefit trends and legislative updates. As part of our valuable services, we want to ensure that you are in compliance and well-informed of the ongoing changes in our industry.

### In this BenAlert:

#### - 4<sup>th</sup> Quarter Compliance Checklist

This time of year brings a number of additional administrative burdens for organizations of every size. You should have these items on your 4<sup>th</sup> Quarter calendar to ensure compliance with the myriad of state and federal regulations. If you have any questions about the requirements, procedures, or regulations, please give us a call.

Completed	Compliance Requirement
<input type="checkbox"/>	Medicare Part D Prescription Notice must be distributed to employees before October 15 <sup>th</sup> . Model notices are available on the Howitt website. Link: <a href="https://www.cms.gov/CreditableCoverage/Downloads/ModelCreditableCoverageDisclosureNotice051711.pdf">https://www.cms.gov/CreditableCoverage/Downloads/ModelCreditableCoverageDisclosureNotice051711.pdf</a>
<input type="checkbox"/>	Report creditable status of all RX plans to Center for Medicare Services via on-line notification. Link: <a href="https://www.cms.gov/CreditableCoverage/45_CCDisclosureForm.asp">https://www.cms.gov/CreditableCoverage/45_CCDisclosureForm.asp</a>
<input type="checkbox"/>	Confirm that inputted income is being calculated and reported for all employees that have enrolled domestic partners in any benefit (medical, dental, vision, etc).
<input type="checkbox"/>	Review Health (welfare plan documents (SPD, SMM, EOC) and enrollment materials for required notices. SPD must be distributed and available to all employees.
<input type="checkbox"/>	Calculate and report inputted income for all employees with employer provided life insurance over \$50,000. Link for required Table 1 calculations: <a href="http://www.irs.gov/govt/fslg/article/0,,id=110345,00.html">http://www.irs.gov/govt/fslg/article/0,,id=110345,00.html</a>
<input type="checkbox"/>	Prepare payroll to include employer HSA contributions on employees' W-2s in box 12 using Code.
<input type="checkbox"/>	Verify COBRA status. Organizations with more than 20 employees for 50% of the prior year are subject to federal COBRA.
<input type="checkbox"/>	Prepare W-2s for employees who received employer sponsored disability benefits during the year.
<input type="checkbox"/>	Complete required non-discrimination testing for FSA and retirement programs.

If you have questions or concerns, we are available to you. Please contact us at 408-323-1436 or [info@howittins.com](mailto:info@howittins.com).

\*\*\*\*\*

Howitt Benefit Services (HBS) is not an attorney firm and HBS is not giving legal advice or interpreting the IRS code. For more information, contact us at [www.howittins.com](http://www.howittins.com) or at 1-866-445-1550.

This update is published as an information source for our clients and colleagues. It is general in nature and not a substitute for legal advice or an opinion on a particular case.