

# ANCHOR BENEFIT CONSULTING PROPOSAL FOR SERVICES

## For Voluntary Employees Beneficiary Association Plans

### OVERVIEW

Anchor Benefit Consulting is pleased to submit this proposal for services to support the City of Margate in offering a VEBA for their valued members. We have partnered with several other employers throughout Florida committed to creative options to continue to provide employees with cost-prohibitive benefits.

Anchor Benefit was founded by John Alden Life in 1990 and sold to Scott C. Crawford and Stephanie Gordon in 2009. The company is independently owned and operated. Based in Maitland, FL with a marketing office in St. Petersburg, FL. Our focus is on small to mid-size employers sponsoring self-funded employee benefit plans that include medical, prescription drug, dental, vision, HRA, FSA, VEBAs and Referenced-based pricing.

### OUR SERVICES

We offer several employers our administrative services to support their VEBA plan. Our services include:

- Mailing out welcome packets including necessary documents to enroll eligible members in the plan.
- Tracking members that have submitted documents in a timely manner.
- Issuance of premium checks and/or MasterCard benefit cards for eligible healthcare expenses.
- Reviewing member documents to ensure plan document requirements are met.
- Customer service for member questions.
- Reporting for account balances.
- Accounting for bank account created to disburse VEBA funds.

### Service Deliverables

Following is a list of service deliverables:

Deliverable	Description
VEBA Welcome letter	Brief welcome letter explaining program and listing documents to be enclosed in packet. Also includes deadlines for submission of documents.
Annual Application/Affidavit	Application requiring demographics and insurance information to be submitted for reimbursement. Affidavit to affirm member has active health coverage.
Reimbursement Form	Reimbursement claim form to be used if and when a member is unable to use their MasterCard benefit card, if issued.
Secure Upload Guide	One-page guide on how to use our encrypted document upload to ensure privacy of members.
Member Benefit Portal Guide	Benefit portal guide on how to use our benefit portal site where members may view eligibility, claims, and plan documents.

MasterCard Benefit Card	Benefit card issued if benefit amount exceeds premiums submitted. Card is to be used for eligible healthcare expenses substantiated at the point of sale.
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## PRICING

The following table details the pricing for services.

ImplementationCategory #1	Price
One Time Set-up Fee	\$2,000
Annual Renewal Fee	\$250
<b>Administration Fees</b>	
Premium check issuance	\$4.50 PEPM
Premium check issuance and MasterCard benefit card	\$9.00 PEPM

Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if services are changed or costs for outsourced services change before a contract is executed.

We look forward to working with the City of Margate and supporting your benefit offerings with our administrative support services. We are confident that we can meet the challenges ahead, and stand ready to partner with you in delivering an effective administrative support solution.

If you have questions on this proposal, feel free to contact me at your convenience by email at [scottc@ebd-abc.com](mailto:scottc@ebd-abc.com) or by phone at (727) 726-1964. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Scott C. Crawford  
President



## Retiree Benefit Fund

Dear Retiree:

The City of Margate Retiree Benefit Fund has partnered with Anchor Benefit Consulting to offer administration, online tools and services for your organization's plan. As defined in the benefit fund's plan document, the balance in your account can be accessed for disbursement of health insurance premiums and qualified health care expenses. The contributions to your account are determined in accordance with the terms of your plan document.

Enclosed you will find an application and affidavit for the 2021 benefit year along with claim filing instructions, a member benefits portal and secure document upload guide. If you have any questions regarding your packet, please call Anchor Benefit at 1-800-845-7629.

### **Benefit Portal Registration:**

Once we receive your application and enter you in our system, we encourage you to visit [www.anchorbenefit.com](http://www.anchorbenefit.com) and register via the Employer/Member Benefits portal to establish login credentials. Once you login, you can view your claims history, VEBA account balance, investment account balance, if applicable, and download forms. Note, you will not be able to register on the portal till after we have received your application/affidavit.

We look forward to serving you! If you have any questions, please do not hesitate to contact us.

**Anchor Benefit**  
Consulting, Inc.

Mailing Address:  
P.O. Box 945260  
Maitland, FL 32794

Phone: 800-845-7629  
Fax: 407-667-8765

Hours of Operation:  
8:00 a.m.—5:00 p.m., EST  
Monday—Friday

### **Reminders:**

- Only retirees that have submitted proof of their annual insurance premiums, that are less than the benefit amount in their account, will receive a Benefit MasterCard with any remaining funds from their VEBA account. If you exhaust your benefit amount in premiums, you will receive a check with the lump sum.
- If you receive a Benefit MasterCard for 2021, be sure to keep the card as it may be loaded in future benefit years.

### **2021 Application/Affidavit Submission Deadlines:**

December 31, 2020 for reimbursement in January 2021

### **2021 Qualified Expense Reimbursement Deadline:**

December 31, 2021