

The Administrators, Inc. BeneFits

Insurance products to fit your needs & budget

Winter 2011

Announcing HR360

As we begin the New Year, we are excited to announce new changes to your online HR library. We have upgraded to a powerful new system - HR360 - that gives you a comprehensive view of human resource and benefit information, forms and posters. The content is new and greatly expanded, featuring step-by-step guidance in such key areas as COBRA, FMLA and Termination.

Whether you need a form, poster, the newest information on health care reform laws or state employment laws, your online HR library gives you the information you need in a user-friendly, easy-to-navigate new site. This dynamic HR library also features a great range of online tools to help you manage your HR needs including a simple-to-use job description builder and salary benchmarking tool.

This comprehensive online HR library also provides:

- Compliance steps that clearly explain how to comply with the law to help avoid penalties or potential employee lawsuits
- Thousands of pages of HR and benefits content
- How to do performance reviews, interview, hire and terminate
- Step-by-step approach to implementing COBRA and FMLA
- Fast, efficient online HR tools for developing job descriptions and salary benchmarking
- Over 500 downloadable forms, posters and model notices
- Federal and state employment law information

To enroll in this program, *at no cost*, or to learn more, please contact our Customer Service Department at (800) 634-4428.

Welcome to *BeneFits*

BeneFits is TAI's report for you. Each issue will provide information on accessing your benefits, cost-saving tips, new products, and ideas on how to keep your business healthy.

Important Reminder: Medicare Creditable Coverage Notices Due

Do you have an employee, dependent or retiree on your coverage who is eligible for Medicare?

If so, according to Medicare guidelines, Medicare Part D eligible individuals who have prescription drug coverage must be informed if their prescription coverage is as good as, or creditable to, Medicare Part D.

Annual notices must be given to eligible individuals by November 15 of each year and to CMS by February 28 of each year.

Please visit the Creditable Coverage section of our website (TheAdministratorsInc.com) where we have further guidance and downloadable notices to help you comply with this requirement.

PLEASE NOTE: *You will need to know the drug coverage that you are providing to your Medicare eligible individual(s) to download the proper notice(s).*

Small Business Health Care Tax Credit

On December 2, 2010, the IRS released final guidance for small employers eligible to claim the new small business health care tax credit for the 2010 tax year. The release includes a one-page form and instructions small employers will use to claim the credit for the 2010 tax year.

New Form 8941, Credit for Small Employer Health Insurance Premiums, and newly revised Form 990-T are now available on IRS.gov. The IRS also posted on its website the instructions to Form 8941 and Notice 2010-82, both of which are designed to help small employers correctly figure and claim the credit.

Small Business Health Care Tax Credit Continued

Included in the Affordable Care Act enacted in March, the small business health care tax credit is designed to encourage both small businesses and small tax-exempt organizations to offer health insurance coverage to their employees for the first time or maintain coverage they already have.

The new guidance addresses small business questions about which firms qualify for the credit by clarifying that a broad range of employers meet the eligibility requirements, including religious institutions that provide coverage through denominational organizations, small employers that cover their workers through insured multiemployer health and welfare plans, and employers that subsidize their employees' health care costs through a broad range of contribution arrangements.

In general, the credit is available to small employers that pay at least half of the premiums for single health insurance coverage for their employees. It is specifically targeted to help small businesses and tax-exempt organizations that primarily employ moderate- and lower-income workers.

Small businesses can claim the credit for 2010 through 2013 and for any two years after that. For tax years 2010 to 2013, the maximum credit is 35 percent of premiums paid by eligible small businesses and 25 percent of premiums paid by eligible tax-exempt organizations. Beginning in 2014, the maximum tax credit will increase to 50 percent of premiums paid by eligible small business employers and 35 percent of premiums paid by eligible tax-exempt organizations.

The maximum credit goes to smaller employers - those with 10 or fewer full-time equivalent (FTE) employees - paying annual average wages of \$25,000 or less. The credit is completely phased out for employers that have 25 or more FTEs or that pay average wages of \$50,000 or more per year. Because the eligibility rules are based in part on the number of FTEs, not the number of employees, employers that use part-time workers may qualify even if they employ more than 25 individuals.

More information about the credit, including a step-by-step guide to claiming the credit and answers to frequently asked questions, is available on the Affordable Care Act page on IRS.gov.

Source: IRS.GOV

BeneFits Handbook

Our policy manual for group health insurance programs through TAI has been updated.

Please visit www.TheAdministratorsInc.com and click on the "Important Insurance Updates" link to obtain a copy of our *BeneFits Handbook*. Our *BeneFits Handbook* uses the logo and format of this *BeneFits* quarterly newsletter.

As changes in policy occur, we will update you through this newsletter. **We, therefore, urge you to read this newsletter each quarter.**

Our knowledgeable Benefits Specialists in Customer Service remain ready to assist you and your employees with any questions or needs concerning your insurance coverage. Please call any time you have a question.

Our Customer Service Department can be contacted by phone at (800) 634-4428 or through e-mail at BenefitHelp@TheAdministratorsInc.com.

**Fax
It**



867 Sussex Boulevard, P.O. Box 800
Broomall, PA 19008
(800) 634-4428 Phone
TheAdministratorsInc.com
BenefitHelp@TheAdministratorsInc.com

Interested in receiving information on our benefit products?*

- | | |
|---|---|
| <input type="checkbox"/> Aetna | <input type="checkbox"/> Health America |
| <input type="checkbox"/> AFLAC | <input type="checkbox"/> Health Savings Account |
| <input type="checkbox"/> Assurant | <input type="checkbox"/> HR Library |
| <input type="checkbox"/> Blue Cross | <input type="checkbox"/> Life Insurance |
| <input type="checkbox"/> Cash Supplements | <input type="checkbox"/> Long & Short Term Disability |
| <input type="checkbox"/> COBRA | <input type="checkbox"/> UnitedHealthcare |
| <input type="checkbox"/> Dental | <input type="checkbox"/> Unum |
| <input type="checkbox"/> Dental Discounts | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Workers' Comp |
| <input type="checkbox"/> Employee Assistance Plan | |

Fax your info to 610-604-4922:

Name _____

Business Name _____

Business Address _____

E-mail _____

*Not all products are association products.