

## IRS Code Section 125 Premium-Only Plan (“POP”) Administration Services

In order for an employer to sponsor a pre-tax benefit plan, the IRS requires that certain elements must be in place. GDI includes the following in our Premium-Only Plan Administration Services package to ensure your plan complies with these IRS guidelines:

- Annual non-discrimination testing. You will receive test materials within two weeks after the start of a new plan year;
- Plan document and Summary Plan Description. New legal documents are prepared for your plan as regulations are modified or when you make changes to your benefit plan options;
- Email notification of all IRS regulatory changes;
- Enrollment and education materials;
- Ongoing access to our on-staff Compliance Officer and other professional administrators;
- Access to additional GDI services as your organization’s employee benefit needs change and grow. We offer Administration Services for the following tax-advantaged employee benefits:

Health Savings Accounts  
Flexible Spending Accounts  
Health Reimbursement Arrangements  
Medical Expense Reimbursement Plans  
Qualified Transportation Accounts  
COBRA Administration