

## The my|HR|counsel Mini-ERISA Health and Welfare Benefit Plan Checkup™

Checkup Items	Yes	No	Unknown
1. Do you have written Plan Documents for every employee benefit plan subject to ERISA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have a Summary Plan Description (SPD) for all your Health and Welfare plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Are SPDs updated every 5 years if the plan is amended or every 10 if it isn't amended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you file your Form 5500 annually, if required (and M-1 if part of a multi-employer plan)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you distribute a Summary Annual Report, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. If any modifications have been made to a plan, have you issued a Summary of Material Modifications or Reductions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If your plan is self-funded, have you completed IRS Non-Discrimination Testing under IRC § 105(h)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you provide annual notices on <ul style="list-style-type: none"> <li>• Women's Health and Cancer Rights</li> <li>• Newborns' and Mothers' Health Protection Act Notice</li> <li>• CHIPRA</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. If the plan has over 100 participants and is funded by a trust, is it being audited annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. If the plan has employee contributions placed in a trust, does the employer have a fidelity bond in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Is a Notice of Special Enrollment Rights provided to employees when they first become eligible for the plan and then annually thereafter at open enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. If the plan is considered a grandfathered under the ACA, has the grandfathered plan notice been distributed and included in all plan materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Are Summaries of Benefits and Coverage distributed according the ACA's rules?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. If you are delivering documents electronically, are you getting consent to employees and other beneficiaries without "work-related computer access" as defined by ERISA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Do you retain all Health and Welfare Benefit Plan documents for at least 6 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to any of these questions, its critical for your to subscribe to ERISA Complete™ and bring you plan(s) into legal compliance! Click on Premium Services section of the myHRcounsel Compliance website to learn more.