



## HCSO HRA Statement(s) Order Form

\_\_\_\_\_ (Company Name) requests BeneFLEX HR Resources to provide the following services to remain in compliance with the 2012 HCSO HRA Ordinance changes. Please check all desired services.

Produce & Mail Quarterly Statements to our employees \$5.95 Per Statement

Include Proof of Mailing/Delivery Service for Quarterly Statements as Required by HCSO Ordinance \$1.00 Per Statement

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Produce and Mail Separation Statement to employees. \$6.95 Per Statement  
The employer will provide BeneFLEX via the appropriate electronic form same day notice in order for BeneFLEX to assist the employer in meeting the 3-day mandate.  
Includes Proof of Mailing/Delivery Service for Separation Statement as required by HCSO Ordinance.

These fees will be deducted from the employees' accounts. If an employee has insufficient funds, the employer will be invoiced.

Employer Signature \_\_\_\_\_

Date \_\_\_\_\_

Any questions call 800-631-3539 and contact Judy Coleman at extension 6225 or Beverley Brynda at extension 6291.

Please e-mail or fax order to  
BeneFLEX HR Resources, Inc.  
[info@beneflexhr.com](mailto:info@beneflexhr.com)  
314-909-6983 (fax)