

To: Apple Awards, Inc.  
Dennis Smith  
15577W Par Lane  
Hayward, WI 54843

Re: Section 125 Plan Documents

Dear Dennis Smith:

Enclosed please find the Section 125 Plan Document you ordered.

Here are your first steps to providing your tax-free benefit to your employees:

- **Review documents and Summary of Plan Sponsor Responsibilities\***
- **Sign Resolution to Adopt your Plan and the Plan Document, no need to send any forms back to Core Documents, Inc.**
- **For Health FSA ONLY Review current Summary of Benefits and Coverage (SBC) and Uniform Glossary requirements found at <http://www.dol.gov/ebsa/healthreform> or <http://cciio.cms.gov/programs/consumer/summaryandglossary/index.html> and prepare SBC for your Health FSA to distribute to all eligible Employees.**
- **Distribute Summary Plan Description and Election Forms/Salary Reduction Agreements to each employee**
- **Collect Election Forms/Salary Reduction Agreements (should be dated prior to or on their effective date)**

\*The “Summary of Plan Sponsor Responsibilities” gives detailed information on your responsibilities as the Plan Sponsor and the administrative duties that must be cared for from year to year.

Core Documents will send you update notices in regard to your Plan Document. If you have questions regarding your Section 125 Plan or any of our services, our Customer Service staff is available 9:00 am – 5:00 pm (EST), Monday – Friday. We appreciate your business!

Sincerely,



Gene Ennis  
President

This book is designed to provide accurate and authoritative information in regard to the subject matter covered. Core Documents Inc. does not provide legal or tax advice, nor are they authorized to do so. The following is a SAMPLE PLAN DOCUMENT. For tax or legal advice regarding your particular jurisdiction, please consult with your tax advisor or legal counsel.

**RECEIPT**

To: Apple Awards, Inc.  
Dennis Smith  
15577W Par Lane  
Hayward, WI 54843

Re: Apple Awards, Inc.

<b>Units</b>	<b>Description</b>	<b>Amount</b>
1	Amended Section 125 Health FSA Plan Basic PDF	\$99.00

*Thank you for your business.*

PAID \$99.00

Total Due: \$0

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