INVOICES

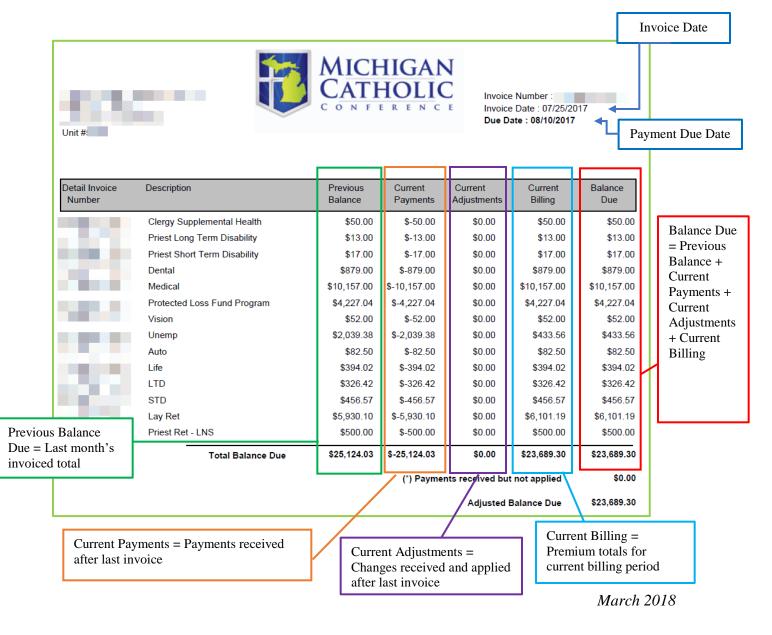
Invoices are available on the 25th of each month and are accessible via Bookkeeper Self-Serve. They include an Overall Invoice, a Health and Welfare (HW) Details Report, and a Wage Based Details Report. Please make sure to review the detail reports each month as they contain the benefit itemization for each employee.

The cut-off date for submitting changes is the 15th of each month. Changes received after the 15th of the month will be reflected on the next month's invoice.

BILLING INVOICE

The Billing Invoice is the unit's overall invoice. It incorporates all premiums payable per program or plan, including Risk, Health & Welfare, and Wage based benefits.

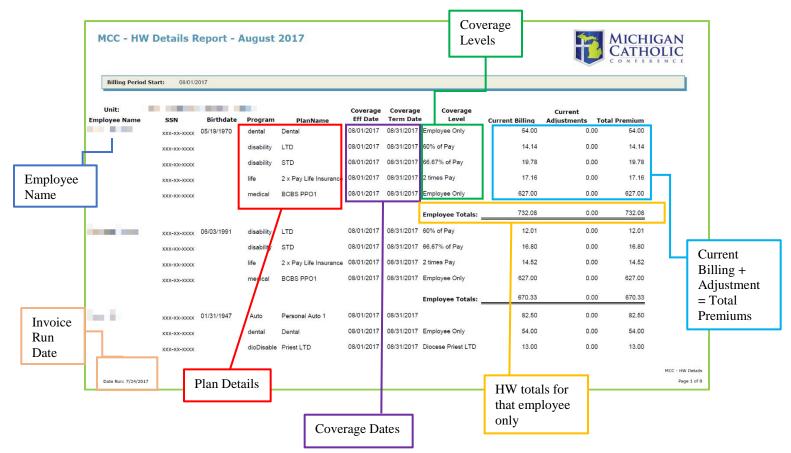
Example: This invoice was run on July 24, was available to the unit on July 25, and is due August 10.



• HEALTH AND WELFARE DETAILS REPORT

The HW Details Report is the itemization of all medical, dental, clergy supplemental health and auto insurance premiums for the *upcoming* month. It lists each participant individually, itemizes the benefits he or she is enrolled in, and provides a corresponding Employee Total.

Example: This August invoiced details report was run on July 24 but includes HW premiums for the month of August.



• WAGE BASED DETAILS REPORT

The Wage Based Details Report is an itemization of the Unemployment charges and Lay Employees' Retirement Plan contributions, based on each employee's REPORTED WAGES. Because these charges are based on REPORTED WAGES, the benefit coverage period is for *two months prior*.

Example: This August invoiced details report was run on July 24 but includes wage-based benefit charges for the month of May.

