

BPAS – Policy for Mailing Services

Updated February, 2017

As BPAS serves our plan sponsor and financial intermediary clients, we receive periodic requests to mail certain communications to participants that are outside the scope of our customary services and fee schedule. For example, this may include requests to mail:

- A fund change memo or other fund literature
- Safe harbor or QDIA Notices
- A targeted communication piece to participants (those who have not logged onto website, those with no investment elections or who are deferring < 3% of pay, etc)
- An SPD, SMM or SAR
- The 404a-5 annual fee disclosure notice
- Enrollment kits or enrollment literature
- Proxies or other information regarding company stock
- Employee surveys
- Other fulfillment requests
- **Important note: Due to the physical limitations of our printing and insertion equipment, BPAS can no longer support requests to include additional inserts in quarterly statements. However, we will gladly support such needs as a stand alone mailing request.**

In many cases, these services can be performed by the plan sponsor or financial intermediary directly, since a complete set of participant data (including addresses and other information) is found in the plan sponsor and financial intermediary websites at all times (see the Action Items Tab in the Resource Center, then the Participant Details spreadsheet). However, we recognize that some clients will want BPAS or an outside party to handle certain mailings, and will be willing to pay a fee for the service. This fee can be invoiced to the plan sponsor, or can generally be paid from plan assets as a plan-related education and communication expense.

BPAS will use the below fee schedule for supporting such mailing requests. Please note that our fee schedule encompasses many services (data manipulation and merging, printing, the cost of paper and envelopes, printer 'click charges', folding, insertion, envelope sealing, etc). Postage expenses are passed on directly at cost.

Following are our standard rates for mailing services:

- Postage is passed on directly at cost
- Handling and set-up fee: \$100 per order (including planning, set-up, data merge, communicating with client, etc)
- Orders with less than 1,000 envelopes: \$0.25 per printed side of page (e.g., if mailing is 5 printed pages, this will be \$1.25 per mailing)
- Orders in excess of 1,000 envelopes: \$0.17 per printed side of page (entire order)
- These fees **include** 8 x 11" window envelopes, the cost of paper, printing, folding, insertion, envelope sealing, and delivery to the U.S. Post Office.
- We can print single or double sided (no difference in cost), but double sided printing is recommended to reduce postage costs.

Here are three examples:

A client asks BPAS to mail a 4 page fund change memo to 200 employees. This will be printed duplex (2 pieces of paper, printed on both sides). The cost is **\$300 plus the cost of postage** ($\$100 + ((\$0.25 * 4) * 200)$), or \$1.50 per envelope plus the cost of postage.

A client asks BPAS to mail a 5 page notice to 450 employees. This will be printed duplex (3 pieces of paper, 2 of which are printed on both sides, 1 is printed on one side). The cost is **\$662.50 plus the cost of postage** ($\$100 + ((\$0.25 * 5) * 450)$), or \$1.47 per envelope plus the cost of postage.

A client asks BPAS to mail a 6 page memo to 1,400 eligible employees. The cost will be **\$1,528 plus the cost of postage** ($\$100 + ((\$0.17 * 6) * 1,400)$), or \$1.09 per envelope plus the cost of postage.

***Note:** A custom fee quote may be necessary in the case of an unusually large or complex order, an order that requires complex manipulation or scrubbing of data, or an order that involves significant printing or materials cost.*

For our **mailing services request form**, please visit:

<http://toolbox.bpas.com/mailingservices>

This web form will allow you to provide all pertinent information regarding the mailing so it can be handled properly by BPAS.

BPAS understands that Department of Labor rules require extensive hard copy delivery of certain communications. We continue to advocate for greater DOL acceptance of electronic delivery to reflect the modern realities of today's workplace, and encourage our clients to do the same (comments can be submitted at www.dol.gov/ebsa). In the meantime, we stand ready to assist clients in ad-hoc mailing requests as needed.