



Business Processing Event Timeline – FlexSystem Takeovers

Event Title	Time Allotted	Responsibility
Identify business is a qualified takeover	Varies*	Provider
Ensure employer understands the takeover procedure and information that is needed	Varies*	Provider & TASC
Complete Plan Application – Including the Takeover cutoff date – Very important	Varies*	Provider & Employer
Submit application with appropriate fees	Varies*	Provider & Employer
Receive, review and process application	1+ days (if clean application)	TASC
Takeover Kit (Welcome Letter, Payroll Schedule Request Form and Spreadsheet) sent to Provider/Client	1 day	TASC
Request Prior Plan History from previous TPA and send to TASC along with Payroll Schedule Request Form. See information requirements below.	Varies*	Provider & Employer
Receive and enter Plan History and Payroll Schedule Request Form	5+ day (if complete information received)	TASC
Send Employer copy of Takeover Checklist, Check or Invoice, and Trust Account Report for verification	1 day	TASC
Sign Takeover Checklist and returns to TASC with check (if applicable)	Varies*	Employer
Acknowledge receipt of trust account and turns on Participants accounts	1-2 days	TASC
Refer to Timeline in FlexSystem Client Administrative Manual for additional events		Employer

*Varies = TASC cannot pinpoint the number of days this event will require, as the responsibility for this event is beyond TASC’s control.

Plan History Information Requirements:

Must have information up to the cutoff date. Use spreadsheet template attached to provide the following information to FlexSystem.

*Participant Name

*Participant ID Number

*Address

*Per Payroll Contribution Amount

*Annual Election (entire Plan Year)

*Contributions paid-to-date

*Claims paid-to-date

*Payroll Schedule Request Form (including all dates for the Plan Year)