



## Insurance Benefit Feeds Setup Form

Please note, in order to have the Benefit Feeds Deduction capability, you must have purchased our HR Advanced application. Please fill out the following form for the insurance plan(s) you wish to have set up in WebPay. Please complete this form to the best of your ability and a member of our Technical Support team will contact you to further address your needs.

Once complete, you may submit this to either [Service@Paylocity.com](mailto:Service@Paylocity.com) or fax to (847) 956-1926, Attn: Client Services.

If you have questions on this form, please contact our Client Services department at (847) 956-4850

-Please list the company number(s) or company set ID: \_\_\_\_\_

-Please provide the phone number where we can best reach you: \_\_\_\_\_

In the tables below, please complete a different row for each unique combination of insurance plan and type of coverage (Rate Type) your company allows. For example, if your company allows Medical PPO insurance for Single employees with a rate of \$50 per pay period; Employee + 1 with a rate of \$75; and Family with a rate of \$100, then the table below should have three rows occupied for Medical. For each unique Plan Description, there must be a unique Deduction/Earning code to which it is tied. See the example within the table for the sample Medical PPO employee insurance benefit.

Plan Description	Plan Type (Medical/Dental/etc...)	Plan #/ID	Payroll Deduction/Earning code linked to plan (or "new code")	Circle any that apply to this plan:	Rate Types (Single, Employee+1, Family, etc...)
Medical PPO	Medical	12345	MEDCL	COBRA Plan / Beneficiary / HIPPA Plan / Flexible Benefit	Single
Medical PPO	Medical	12345	MEDCL	COBRA Plan / Beneficiary / HIPPA Plan / Flexible Benefit	Employee + 1
Medical PPO	Medical	12345	MEDCL	COBRA Plan / Beneficiary / HIPPA Plan / Flexible Benefit	Family

Plan Description	Plan Type (Medical / Dental/etc...)	Plan #/ID	Payroll Deduction/Earning code to link to (or "new code")	Circle any that apply to this plan:	Rate Types (Single, Employee+1, Family, etc...)
				COBRA Plan / Beneficiary / HIPPA Plan / Flexible Benefit	
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				COBRA Plan / Beneficiary / HIPPA Plan / Flexible Benefit	
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