



# Employer Administrative Contacts

## Administrative Invoices

Marin Benefits bills the following month for plan administration. Administrative Invoices are sent via email by the 5th of every month from [quickbooks@notification.intuit.com](mailto:quickbooks@notification.intuit.com). The following individuals should receive monthly Administrative Invoices:

| Contact Name | Contact Email |
|--------------|---------------|
|              |               |
|              |               |
|              |               |
|              |               |

## Scheduled Reports

Marin Benefits offers scheduled reports to be generated and emailed to you in PDF or Excel format. Scheduled reports will be sent via email from [support@marinbenefits.com](mailto:support@marinbenefits.com).

**Employer Funding Reports** provide transaction detail on debit card transactions (for those employers who offer a Benefits Card), reimbursed manual claims, and refunds. Employers can use this report to reconcile all settlement activity. Please note Employer Funding Reports may be blank or show “No Data” if there was no settlement activity in a given time period.

The following individual(s) should receive **Employer Funding Reports**:

| Contact Name | Contact Email | Delivery Frequency              |                                  | Report Format                |                                |
|--------------|---------------|---------------------------------|----------------------------------|------------------------------|--------------------------------|
|              |               | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |
|              |               | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |
|              |               | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |
|              |               | <input type="checkbox"/> Weekly | <input type="checkbox"/> Monthly | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |

**Enrollee Account Balance (EAB) Reports** provide a monthly list of all participants detailing account status, annual election, total disbursements year to date, and available balance.

The following individual(s) should receive monthly **Enrollee Account Balance (EAB) Reports**:

| Contact Name | Contact Email | Report Format                |                                |
|--------------|---------------|------------------------------|--------------------------------|
|              |               | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |
|              |               | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |
|              |               | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |
|              |               | <input type="checkbox"/> PDF | <input type="checkbox"/> Excel |

Changes to the distribution list can be made anytime by contacting Marin Benefits via email at [support@marinbenefits.com](mailto:support@marinbenefits.com).