

Appendix B

Cafeteria Plan Information Document Request Items

(Rev. 5/98)

1. Copies of all form 5500 returns filed, including all schedules, for all fringe benefit plans as well as Cafeteria Plan.
2. Copies of all Form 990 returns filed.
3. List of all Fringe Benefit plans maintained by the employer.
4. Copies of Plan Documents and all amendments for Cafeteria Plan & component welfare benefit plans.
5. Summary Plan Descriptions (SPD), policy statements, employee handbooks, enrollment packages and memoranda that describe benefits provided by the employer to all employees.
6. Sample copies of election forms.
7. Administrative committee or any minutes of the sponsoring employer with respect to the Cafeteria Plan and any component Plan(s).
8. Identify each party who administers, maintains and updates the records of the Plans (TPA's). Describe each party's responsibilities.
9. Describe claim processing procedure in detail (Flexible spending Accts)
10. Select 1 or 2 employees that participate in most of these plans and provide a complete reconciliation between gross wages and W-2 compensation for the taxable years identified above.
11. Provide list of groups of employees, of employer who are eligible to participate and groups of employees NOT eligible to participate.
12. Provide list of any non-employees participating in Cafeteria Plan & any component plan (independent contractors/non employee directors)
13. Provide copies of Non-discrimination tests performed for the Cafeteria Plan under section 125, life insurance under section 79, medical plans under section 105, and dependent care plans under section 129.
14. Provide year-end claims register for each welfare benefit and FSA considered part of the Cafeteria Plan.

15. State whether bank account is provided by sponsor for TPA to pay claims, with Bank account numbers corresponding to each plan.
16. Schedule of all employer and employee contributions made to Cafeteria Plan and any component Welfare Benefit Plan including premiums paid to outside insurance companies.
17. Detailed explanation of how FSA forfeitures are handled by employer.
18. Copies of insurance policies in effect during the year.
19. Copy of any "administrative service only" contracts for TPAs of Cafeteria Plan or any component Welfare Benefit Plan.
20. Copy of fidelity bonds covering all persons handling welfare benefit funds.
21. Reconciliation of how total costs of fringe benefit plans were determined on Schedule F of Form 5500.

This audit list is from the training manual produced by Employee Benefits Institute of America, LLC; and is provided to IRS auditors specifically for Cafeteria Plan audits. It is not necessarily all of the information that an auditor will request; but gives the auditor a comprehensive starting point to audit a Cafeteria Plan.