



Order Form

Client:

Florida Housing Finance Corporation
227 N Bronough St
Tallahassee, FL 32301

Effective Date*: 1/1/2018
End Date: 12/31/2020

Payment Method: ACH Debit
Payment Terms: Net 30 days
Service Charge on Overdue Amounts: 2% Per Month

Services:

Service Name	Fee Type	Fee	Description
TakeCare	Admin Fee	\$5.25 PPPM	Per Participant Per Month
TakeCare	Monthly Fee	\$50.00	
TakeCare	Monthly Minimum	\$0.00	

TakeCare Additional Services:

Service	Description
Enrollment Meetings	Enrollment meetings will be billed in four (4)-hour increments at \$250 each, plus travel expenses for on-site meetings.
Eligibility Adjustments	A \$25 Fee will be charged for each participant account that requires an adjustment due to an eligibility change that is not received by WageWorks at least five (5) business days prior to the due date.
Late File Submission	A \$125 Fee will be billed per each late file submission.
Special Research and Reports	A \$50 per hour Fee will be charged for all research performed and non-standard reports prepared at your request, which includes, but is not limited to, special reconciliations. A cost quote will be provided after requirements are mutually defined by the parties.

Terms and Conditions:

- This Order Form is subject to WageWorks' General Terms and Conditions of Service that may be viewed at <https://www.wageworks.com/employers/terms-and-conditions.aspx>, and all terms defined therein shall have the same meaning in this Order Form unless otherwise specified herein.
- *This Order Form shall be effective as of 1/1/2018 or the date on which it is fully executed, returned and activated in the WageWorks system, whichever is later (unless this Order Form is incomplete or does not match our records). Any changes to Fees for current Services shall be effective as of the next billing period following the effective date.
- TakeCare Funding: You shall provide all funding via your current funding method.
- TakeCare PPPM Fee: The TakeCare PPPM Fee is fixed for the duration of the plan year unless there is a 10% or more increase in the number of participants.



Signature: 

Name (print): Hugh R. Brown

Title: General Counsel

Client: Florida Housing Finance Corporation

Date: Jul 11, 2019