



## CP+PLUS Services, Inc.

**WELCOME to your employer-sponsored Business Expense Reimbursement Plan.**

**All your Enrollment Material is located on your Enrollment Webpage:**  
[mycpplus.com/enrollment](http://mycpplus.com/enrollment)

(Intro Video, Worksheet, Instructions on Uploading Business Expense Receipts)

**Please confirm your plan year and deadline to submit your worksheet by contacting your employer or sending questions to [questions@mycpplus.com](mailto:questions@mycpplus.com)**

***Congratulations! You are already on the CP+PLUS Plan for your Cell Phone and/or Home Internet.***

- You Are automatically on the plan for this new year for the same amount as this year.
  - If either or both have changed, please send in your updated monthly bills for each. Use your Worksheet to estimate your estimated expenses for the new year.
  - You can Send in one monthly Cell Phone Bill IF MORE THAN \$75.00 A MONTH and one monthly Home Internet bill IF MORE \$50 A MONTH.
- Reference the annual estimate WORKSHEET, located on your Enrollment Webpage to ensure you are taking full advantage of everything you may be spending on, including other supplies and other expenses
  - If you want to **increase or decrease** your amount, please send in an updated worksheet to adjust your program estimate for the year.
  - The breakdown is not important, only the total amount is relevant.
  - Remember: This Plan is not “use it or lose it,” there’s no need to skimp on your estimates!

### Receipts and Substantiation

#### NEW FOR 2021! EXPENSEWIRE.COM

- All expense receipts must now be submitted through our new platform.
- Please see the instructions on how to submit your expense receipts using ExpenseWire.com located on your Enrollment Webpage.



Any remaining balance you have from this year, will be carried-over for you into next year, because of Covid-19.

**Please send in your completed worksheet to: [questions@mycpplus.com](mailto:questions@mycpplus.com)**

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**Understanding**

*Employee will get tax-free a portion of their annual income for business expense reimbursements.*

*Your employer will put aside a pre-tax portion of the employee's gross wages into a tax-free reimbursement account.*

*Employee will receive each pay period a tax-free advance to utilize on their planned or potential business expenses.*

*Any money advanced to the employee that is remaining in the employee's account the end of the Plan Year will need to be returned to your employer within 7 days after the plan year. If not returned; it will be taxed as income on the last paycheck of the year. This money would have been taxable wages anyway if not set aside for potential reimbursement.*

*Employee understands that any business-related expenses reimbursed directly by your employer may not be claimed or included in your plan.*

*The Administration Fee for this Plan comes out of your increased take-home pay. It is a pre-tax deducted 8.0% of your first \$1,200 in of included expenses up to a maximum of \$96 per Plan Year. This means there are zero fees on any included expense money after \$1,200. You do not really pay \$96 anyway, because it is pre-taxed, so you save all the payroll taxes on the money. **More importantly, since it comes from your new increased take-home pay, it really is like zero fees.***