

In order to accurately complete a benefit information website for your employees, please complete the following:

1. Medical cost per paycheck your employees will pay for:

Employee only	_____	Dental	_____
Employee + Spouse	_____		_____
Employee + Child(ren)	_____		_____
Family	_____		_____

2. Life insurance benefits:

3. Vacation policy:

4. Sick leave policy:

5. Holidays:

6. Retirement Savings Plan (401K):

Information can be faxed to (602) 840-3977 or emailed to [susanr@glassfinancial.com](mailto:susanr@glassfinancial.com)  
Thank you.