BAS

A step-by-step breakdown of BAS' streamlined DEV process

HOW DOES A DEPENDENT AUDIT WORK?

01

STEP 1. INITIAL COMMUNICATION

Employer Notification

The employer sends an email to employees announcing the upcoming audit and asks them to begin gathering required documents (marriage license, birth certificates, etc.).

02

STEP 2. IMPLEMENTATION MEETING

Kickoff with BAS

A 1–2 hour meeting to review audit scope, communications, and required documents. Weekly sync-up meetings are scheduled to track progress.

03

STEP 3. MAILING THE AUDIT LETTER

Official Audit Launch

BAS mails the audit packet via USPS First-Class. Includes instructions, document list, FAQs, and a record locator number for portal access.

04

STEP 4. REMINDER NOTICES

Ongoing Follow-Up

BAS sends weekly or biweekly reminder notices to employees who haven't responded, encouraging timely submission.

05

STEP 5. WEEKLY REPORTING

Live Status Tracking

BAS provides weekly updates, showing each dependent's audit status:

✓Approved | ✗Declined | ⌛No Action Taken | 🔍Pending Info

06

STEP 6. AUDIT CONCLUSION

Final Summary + Wrap-Up

BAS delivers a final audit report and securely returns all submitted documents.