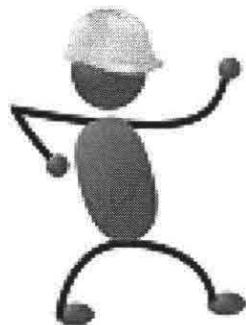


Read Me
First!

IBEW9+MSECA

Active Employees

HRA Benefit



IBEW9+MSECA
PARTNERS FOR PROGRESS

Welcome to your IBEW9+MSECA Health Reimbursement Arrangement benefit

Congratulations! You have qualified for the IBEW9+MSECA HRA Benefit because your balance in the Health Reimbursement Arrangement fund has exceeded \$10,000 (the first \$10K is set aside for your use when you retire).

Each month, any new employer contributions in excess of your base \$10K will be loaded onto your **VISA** card.

Your available HRA balance has been loaded onto a **VISA** pre-paid benefits card, which is being mailed to you separately by the issuing bank. Instructions for activating your card will be enclosed with the card itself.

IMPORTANT: You are still covered under the IBEW9+MSECA Active Employees Health and Welfare Plan. While you can use the HRA as described here, remember that the Active Employees Plan can pay covered claims without reducing your HRA balance. However, you could, for example, use the HRA **VISA to pay your portion of the bill.**

Examples of things you can pay for with your HRA **VISA:**

- Co-pays and deductibles
- Another pair of prescription glasses when you've already purchased your annual allowed pair through our regular plan
- Home capital expenditures to accommodate disabilities (wheelchair ramps, walk-in tubs, etc)
- Dental implants
- COBRA and Self-pay premiums

There are two HRA payment options:

- 1) Use the **VISA** card to pay your co-pay of a qualified claim or prescription.** Then send the itemized receipt for non-Rx services to the Fund Office, or use the smartphone app to instantly upload a photo of the receipt (see the enclosed flyer about the app).
- 2) If for some reason the provider does not accept the **VISA** card, simply pay the provider directly and submit your itemized receipt to the Fund Office for reimbursement, and the Fund Office will reimburse you via Direct Deposit or paper check – your choice.**

Keep in mind that when you pay for *prescriptions* with your new card (either the entire amount or just your co-pay), you won't need to submit receipts for verification.

Why do you need to send in itemized receipts when you pay for services with your **VISA card?** The reason is because an HRA is an IRS-regulated plan, and **only IRS-allowed expenses can be paid or reimbursed**. The Fund Office will need to verify that any non-prescription expenses you pay for are IRS-allowed, so that our HRA stays in compliance. The receipt you send in needs to show **the amount paid and the procedures that were done** by the provider.

As an example of why we need itemized receipts to verify allowable expenses, consider that a payment to your dentist could be for a bridge or crown - which are allowable - but it could also have been for teeth-whitening, which is not allowed by the IRS.

What you'll find in this package:

1. A booklet outlining IRS allowed and prohibited expenses under the HRA
2. A few copies of the forms you'll need for submitting itemized receipts and paper claims
3. Instructions on how to use the web portal to check your balance, manage your expenses and upload receipts, and
4. Smartphone app information

Other Things to Remember

Thing 1 When you submit claims for reimbursement (things that you paid for up front **not** using your new card), there are two ways that your reimbursement will be considered:

1. If you sign up for **Direct Deposit**, you will be **reimbursed weekly** without needing to accumulate a minimum dollar amount in claims.

2. If you prefer to be paid with a **paper check**, you will be **reimbursed monthly** - but only once your submitted claims reach a total of \$50 or more.

Thing 2 If you use your **VISA** benefits card and fail to submit the itemized receipt so that the Fund Office can substantiate it for the IRS, your account is subject to being suspended until the receipt is submitted and validated.

Thing 3 The HRA plan cannot reimburse expenses that were already paid by another insurance plan, such as another employer plan, Medicare, or a Medicare supplement.

Please read through **all** the materials in this package carefully. Then, if you still have questions, please call the Fund Office at 708 449 9004.