

# Important Information About Your Prepaid Benefits Card



## Frequently Asked Questions

### *General Questions on Evolution Benefits' Prepaid Benefits Card*

#### **1. What is EB's Prepaid Benefits Card?**

EB's Prepaid Benefits Card is a special-purpose MasterCard® Card or Visa® Card that gives participants an easy, automatic way to pay for qualified health care/benefit expenses. The Card lets participants electronically access the pre-tax amounts set aside in their respective employee benefits accounts such as Flexible Spending Accounts (FSAs), VEBA Accounts, Health Reimbursement Accounts (HRAs), Health Savings Accounts (HSAs), and Qualified Transportation Accounts (QTAs).

#### **2. How does the Prepaid Benefits Card work?**

It works like a MasterCard® Card or Visa® Card, with the value of the participant's account(s) contribution stored on it. When participants have qualified eligible expenses at a business that accepts MasterCard debit cards or Visa debit cards, they simply use their Card. The amount of the qualified purchases will be deducted – automatically – from their account and the pre-tax dollars will be electronically transferred to the provider/merchant for immediate payment.

#### **3. How does the Prepaid Benefits Card change how the participant is reimbursed for expenses?**

Before the Prepaid Benefits Card became available, participants were required to first make a contribution from their paychecks into their FSAs. Participants then had to pay for their eligible expenses at the time of purchase, submit claim forms along with all receipts, and then wait for the reimbursement to be processed. Checks were issued and mailed to the participants, who then cashed the checks. In essence, participants “paid twice” – through payroll deduction and then at the point of sale– then they had to wait for reimbursement.

However, with the Prepaid Benefits Card, participants simply swipe their Cards and the funds are automatically deducted from their respective employee benefit account(s) for payment. The Card eliminates most out-of-pocket cash outlays and paperwork, as well as the need to wait for reimbursement checks.

#### **4. Is the Prepaid Benefits Card just like other MasterCard Cards or Visa® Cards?**

No. The Prepaid Benefits Card is a special-purpose MasterCard® Card or Visa® Card that can be used **only** for qualified health care/benefits expenses. It cannot be used, for instance, at gas stations or restaurants. There are no monthly bills and no interest.

#### **5. How many Prepaid Benefits Cards will the participant receive?**

The participant will receive two Cards (unless the participant has only a Qualified Transportation Account, in which case one Card will be issued). If participants would like additional Cards for other family members, they should contact their Plan Administrator.

## **6. Do participants need a new Prepaid Benefits Card each year?**

As long as the respective employee benefit account(s) remain part of the participant's benefit plan and the participant elects to participate each year, the Prepaid Benefits Card will be loaded with the new annual election amount at the start of each plan year or incrementally with each pay period, based on the type of account(s) the participant has.

## **7. What if the Prepaid Benefits Card is lost or stolen?**

Participants should call their Plan Administrator to report a Card lost or stolen as soon as they realize it is missing, so the Administrator can turn off their current Card(s) and issue replacement Card(s). Replacement Cards are \$10 each, which will be deducted directly from the participant's pre-tax account.

### ***Getting Started and Activating Your Card***

#### **1. How do participants activate the Card?**

Participants should call the toll free number on the activation sticker on the front of the Card or visit the website on the back of the Card.

Participants can use both Cards once the first Card is activated – they do not need to activate both. They should wait 1 business day after activation to use their Cards. Each Card user should sign the Card with his or her own name.

#### **2. What dollar amount is on the Prepaid Benefits Card when it is activated?**

For Health Care FSAs, the dollar value on the Card will be the annual amount that participants elected to contribute to their respective employee benefit account(s) during their annual benefits enrollment. It's from that total dollar amount that eligible expenses will be deducted as participants use their Cards or submit manual claims. Some other types of accounts, like Dependent Care FSAs, HRAs, and transportation accounts, are funded incrementally at each pay period, so it is especially important to be aware of account balances in order to avoid Card declines at the point of service.

### ***Using the Card***

#### **1. Where may participants use the Prepaid Benefits Card?**

The Prepaid Benefits Card can be used to pay for eligible goods and services at providers/merchants that offer these goods or services and accept MasterCard prepaid cards or Visa prepaid cards. Participants can find out additional information on where their Cards can be used by clicking on [www.evolutionbenefits.com](http://www.evolutionbenefits.com) for links to the IRS publications. Participants should be sure to review their current benefit plan or contact their Plan Administrator for a complete list of eligible expenses.

Starting on January 1, 2008, recent IRS regulations allow participants to use their Cards in participating pharmacies, discount stores and supermarkets that can identify FSA-eligible items at checkout. Participants can find out which stores are participating by visiting the website on the back of the Card or consulting their Plan Administrator. ***As of January 1, 2008, participants cannot use their Cards at discount stores, department stores, and supermarkets that do not participate, even if they have used their Card at these stores prior to January 1, 2008. The Card transaction may be declined. Participants can continue to use their Cards at freestanding pharmacies and health care providers, such as hospitals, doctors, dentists, etc.***

#### **2. Are there places the Prepaid Benefits Card won't be accepted?**

Yes. The Card will not be accepted at locations that do not offer the eligible goods and services, such as hardware stores, restaurants, bookstores, gas stations and home improvement stores.

As of January 1, 2008, cards will not be accepted at discount stores, department stores, and supermarkets that cannot identify FSA-eligible items at checkout.

**3. If asked, should participants select "Debit" or "Credit"?**

EB's Prepaid Benefits Card is actually a prepaid card. But, since there is no "prepaid" selection available, participants should select **"Credit."** Participants do not need PIN and cannot get cash with the Prepaid Benefits Card.

**4. How will the Card work in participating discount stores and supermarkets starting January 1, 2008?**

- a. Bring prescriptions, vision products, OTCs and other purchases to the register at checkout to let the clerk ring them up.
- b. Present the Card and swipe it for payment.
- c. If the Card swipe transaction is approved (e.g., there are sufficient funds in the account and at least some of the products are FSA-eligible), the amount of the FSA-eligible purchases is deducted from the account balance and no receipt follow up is required. The clerk will then ask for another form of payment for the non-FSA-eligible items.
- d. If the Card swipe transaction is declined, the clerk will ask for another form of payment for the total amount of the purchase.
- e. The receipt will identify the FSA-eligible items and may also show a subtotal of the FSA-eligible purchases.
- f. In most cases, the participant will not receive requests for receipts for FSA-eligible purchases made in participating discount stores or supermarkets.

**5. Why do participants need to save all of their itemized receipts?**

Participants should always save itemized receipts for FSA and HRA purchases made with the Prepaid Benefits Card. They may be asked to submit receipts to verify that their expenses comply with IRS guidelines. Each receipt must show: the merchant or provider name, the service received or the item purchased the date and the amount of the purchase.

**6. What if participants lose their receipts or accidentally swipe the Card for something that's not eligible?**

Usually the service provider can recreate an account history and provide a replacement receipt. In the event that a receipt cannot be located, recreated, or if the expense is ineligible for reimbursement, the participant can send a check or money order to the Plan Administrator for the amount so it can be credited back to the participant's FSA account.

**7. May participants use the Prepaid Benefits Card for prescriptions ordered prior to activating the Card?**

No. The Card must be activated prior to the order and/or purchase date of prescriptions. In some cases, participants need to wait 1 business day after activating the Card to purchase prescriptions at their pharmacy. For example, if the Card is activated on Tuesday, a prescription can be ordered and picked up on Wednesday.

**8. May participants use the Prepaid Benefits Card if they receive a statement with a Patient Due Balance for a medical service?**

Yes. As long as they have money in their account for the balance due and the provider accepts MasterCard debit cards or Visa debit cards, participants can simply write the Card number on their statement and send it back to the provider.

**9. How do participants know how much is in their account?**

They can visit their personal Account Summary page at [www.MyBenny.com](http://www.MyBenny.com) or the Plan Administrator's Web site and view their account activity and current balance. Or, they can call their Plan Administrator at the phone number on the back of the Card to obtain their current balance. Participants should always know their account balance before making a purchase with the Card.

**10. What if participants have an expense that is more than the amount left in their account??**

By checking their account balance often – either online or by calling their Plan Administrator at the phone number shown on the back of the Card – participants will have a good idea of how much is available. When incurring an expense that is greater than the amount remaining in their account, participants may be able to split the cost at the register. (Check with the merchant.) For example, participants may tell the clerk to use the Prepaid Benefits Card for the exact amount left in the account, and then pay the remaining balance separately. Alternatively, participants may pay by another means and submit the qualified transaction manually via a claim form with the appropriate documentation to their Plan Administrator.

**11. What are some reasons that the Prepaid Benefits Card might not work at point of sale?**

The most common reasons why a Card may be declined at the point of sale are:

- a. The Card has not been activated.
- b. The Card has been used before the 24-hour period after activation is over.
- c. The participant has insufficient funds in his or her employee benefit account to cover the expense.
- d. Non-qualified expenses have been included at the point-of-sale. (Retry the transaction with the qualified expense only.)
- e. The merchant is encountering problems (e.g. coding or swipe box issues).
- f. The discount store, department store, or supermarket cannot identify FSA-eligible items at checkout according to IRS rules on or after January 1, 2008.

**12. Is the participant responsible for charges on lost or stolen Prepaid Benefits Cards?**

If the Plan Administrator and the issuing bank are notified within 2 business days, the participant will not be responsible for any charges. If the notification is after 2 days, the participant may be responsible for the first \$50 or more. Replacement Cards are \$10 each.

**13. Whom do participants call if they have questions about the Prepaid Benefits Card?**

Call the Plan Administrator at the phone number shown on the back of the Card.

**14. Can a participant use the Prepaid Benefits Card to access last year's money left in the account this year?**

The IRS allows for a grace period in the current year to use up funds carried over from the prior year. Check with the Plan Administrator to find out how the grace period is handled for your specific program.

**15. How will a participant know to submit receipts to verify a charge?**

The participant will receive a letter or notification from the Plan Administrator if there is a need to submit a receipt. All receipts should be saved per the IRS regulations.

**16. What if a participant fails to submit receipts to verify a charge?**

If receipts are not submitted as requested to verify a charge made with Prepaid Benefits Card, then the Card may be suspended until receipts are received. The participant may be required to repay the amount charged. The Plan Administrator will advise the participant that the Card has been suspended, if a receipt is not received. Submitting a receipt or repaying the amount in question will allow the Card to become active again.