



**Please complete this form and return to SelectAccount 45 days before your effective date so we can properly administer your plan.** If you have any questions, please call our Group Leader Line at 1-888-460-4013 or our Agent Service Line at 1-888-460-4015. When complete either send via secure email only, to [SelectAccount.Group.Administration@SelectAccount.com](mailto:SelectAccount.Group.Administration@SelectAccount.com), fax this form to 651-662-7247 or toll-free at 1-866-231-0214; or mail it to SelectAccount, PO Box 64193, St. Paul, MN 55164.

**All fields are required, incomplete forms will cause delays setting up your plan.**

**I. EMPLOYER INFORMATION**

Employer's Name \_\_\_\_\_

Employer's Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer's Tax I.D. Number (required) \_\_\_\_\_

Type of Corporation  S Corporation\*  C Corporation  Partnership\*  Sole Proprietor\*  
 Political Subdivision/Church  LLC\*  Non-Profit  Other \_\_\_\_\_

*\*2% or more shareholders of an S Corporation, along with partners in a partnership, sole proprietors and members of an LLC or PLLP do not have access to an FSA.*

Number of Employees Eligible for Plan: \_\_\_\_\_

**Person Responsible For Authorization of Plan Design:**

(Responsible for signing the Plan Design Guide and approving the plan design)

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

**Main Contact Person:**

(Has access to all plan information when calling SelectAccount and will automatically be granted full access to the Online Group Service Center)

Main Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

**Additional Contact Person:**

(Has access to the plan information indicated below when calling SelectAccount. Access to the Online Group Service Center may be granted by the Main Contact who will decide what online access is assigned by logging into the Online Group Service Center)

Additional Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone Number ( ) \_\_\_\_\_ Fax Number ( ) \_\_\_\_\_

Email Address \_\_\_\_\_

Additional Contact Person has access to when contacting SelectAccount:

 All plan information OR  Fee billing information  Claim billing information

\* Log into the Online Group Service Center to grant access to additional users or to add more contacts.

**II. AGENCY/BROKERAGE INFORMATION**

Agent/Broker Name (if applicable) \_\_\_\_\_ Email Address \_\_\_\_\_  
Agent/Broker Code \_\_\_\_\_ Agent/Broker Phone \_\_\_\_\_  
Agency/Brokerage Name (if applicable) \_\_\_\_\_ Email Address \_\_\_\_\_  
Agency/Brokerage Code \_\_\_\_\_ Agency/Brokerage Phone \_\_\_\_\_  
Agency/Brokerage Tax ID \_\_\_\_\_ - \_\_\_\_\_  
Agency/Brokerage Address \_\_\_\_\_

**III. TRANSFER OF ADMINISTRATION**

Is SelectAccount taking over administrative services from another FSA administrator?  Yes  No  
With your previous FSA plan, was rollover allowed to carry over from year to year?  Yes  No  
(If yes on either question, SelectAccount will contact you)

**IV. HEALTH PLAN ADMINISTRATIVE INFORMATION**

Health plan carrier Blue Cross and Blue Shield of Kansas  
A health plan must be offered in order to offer an FSA.  
Is your plan fully insured or self insured?  Fully Insured  Self Insured

**V. FLEXIBLE SPENDING ACCOUNT ADMINISTRATIVE INFORMATION**

**Plan Year**

FSA start date \_\_\_\_\_ FSA end date \_\_\_\_\_

**Plan Options** (select *all* that apply)

- Medical Flexible Spending Account
- Dependent Care Flexible Spending Account

**Cafeteria Plan**

You must have a cafeteria plan in place to allow employee pre-tax contributions to the FSA. Please select one of the following:

- I currently have a cafeteria plan with SelectAccount. Please update my documents.
- I currently have a cafeteria plan with another vendor.
- I want SelectAccount to setup a cafeteria plan. Continue to the eligibility section below.

**Eligibility** Required for Plan documents (generally matches that of the health plan.)

Employees must work at least \_\_\_\_\_ hours per week to be eligible

Benefits will begin on: (select **only** one):

- First of the month following date of hire
- Date of hire
- First *day* after completion of the waiting period  30 days  60 days  90 days  Other
- First of the *month* after completion of the waiting period  30 days  60 days  90 days  Other

**V. FLEXIBLE SPENDING ACCOUNT ADMINISTRATIVE INFORMATION (continued)**

**Terminations** *(applies to Medical FSA only)*

Allowing continuation on an after-tax basis is mandatory.

Do you also wish to allow continuation on a pre-tax basis, taken from the employee’s last paycheck, with the employee’s written permission?  Yes  No (default)

**Minimum and Maximum Employee Contribution Limits**

	<u>Minimum</u>	<u>Maximum</u>	
Medical FSA \$	\$ _____	\$ _____	<i>(IRS maximum is \$2,550)</i>
Dependent Care FSA \$	\$ _____	\$ _____	<i>(IRS maximum is \$5,000)</i>

Does the Employer contribute to any account(s)?  Yes  No (default)

If yes, indicate which accounts and amount of contribution: *(select all that apply)*

- Medical \$ \_\_\_\_\_ per participant at the start of the plan year.
- Dependent Care \$ \_\_\_\_\_ per participant at the start of the plan year.

**Grace Period**

The grace period only applies to Medical and/or Dependent Care FSAs. It is the additional time period in which members can incur out- of-pocket expenses in the new plan year if money is left over from the previous plan year. Claims incurred during the grace period may be submitted until the end of the runout period. A grace period is not recommended for dependent care FSA. You may choose grace period or rollover, but not both.

*The grace period can be up to two months and 15 days from the end of the plan year. The grace period cannot exceed the runout period end date for a Medical FSA. A grace period is not recommended if you currently offer an HSA or if you are considering adding one in the future.*

Would you like to add a grace period to the end of the plan year for **Medical FSA?**  Yes  No

If yes, please indicate your grace period end date \_\_\_ / \_\_\_ / \_\_\_\_\_

Would you like to add a grace period to the end of the plan year for **Dependent Care FSA?**  Yes  No

If yes, please indicate your grace period end date \_\_\_ / \_\_\_ / \_\_\_\_\_

**Rollover**

You have the option to allow employees to carry over up to \$500 from the current plan year to their FSA for the following plan year. The rollover amount does not count towards the \$2550 FSA contribution limit. Without the rollover or grace period, balances at the end of the plan year are forfeited. You may choose rollover or grace period, but not both. Indicate what happens to unused balances at the end of the plan year:

- Roll over balance up to \$500 to subsequent plan year
- No balance rolls over

**Runout Period**

The runout period is the deadline for participants to submit claims for the previous plan year. All eligible claims must be received by the end of the runout period.

*The suggested runout period selected for a Medical FSA is 3 months from the end of the plan year. A runout period always begins at the end of the plan year, and if a grace period is selected, it runs concurrently with the grace period.*

If you selected **Medical FSA:**

Please indicate the length of the runout period for active Medical FSA employees: \_\_\_\_\_ (months)  
*(Length of runout period must be indicated in whole and/or half month increments. Half months equate to 15 days.)*

Please indicate how you would like runout to apply to terminated employees *(select only one)*

- The runout period noted above begins at termination date *(recommended)*
- Same as active employees

If you selected **Dependent Care FSA** please indicate the length of the runout period: \_\_\_\_\_ (months)

*(Length of runout period must be indicated in whole and/or half month increments. Half months equate to 15 days. Runout for terminated and active employees is the same for dependent care.)*

## VI. FLEXIBLE SPENDING ACCOUNT OPTIONAL FEATURES

### Reimbursement Options

You may select any of the features listed below that best meet your needs and those of your participants (*see section XIII for more information and definitions*):

- Option #1 (debit card)**- participants will automatically be issued a debit card. Participants have the option to discard their debit card and enroll in crossover, if they choose.
- Option #2 (medical crossover)**- participants will be automatically enrolled in medical crossover. They may opt out of the crossover feature and elect a debit card, if they choose. **Additional fees apply with this option; please refer to the pricing sheet.**

### Copay amounts

The copay amounts provided below will allow these amounts to auto-substantiate when the debit card is used. Documentation will not be required for reimbursement.

Please indicate the health plan copay amounts below or attach a separate spreadsheet indicating the copay amounts:

Medical: \_\_\_\_\_ Vision: \_\_\_\_\_

Drug: \_\_\_\_\_

## VII. WALLETDOC CONSUMER TOOLS

By default, individual employees have the option to elect *WalletDoc* for themselves via SelectAccount's Online Member Service Center. The \$1.50 per month participation fee will be paid by the employee directly. As an employer, you have the option to purchase *WalletDoc* for your employee population and offer it as an added benefit.

- I want to pay the additional fee of \$1.50 per employee per month to provide *WalletDoc* to my employees.**

*Note: **WalletDoc** consumer tools are automatically included with the PremiumSaver HSA plan option at no additional charge. If any of your employees have an FSA combined with a PremiumSaver HSA, they will not be charged the additional \$1.50 per month for **WalletDoc** access.*

## VIII. ENROLLMENT DATA

Initial Enrollment Data will be sent via:

- Online Group Service Center. Employer will enroll participants online using the Online Group Service Center at **www.SelectAccount.com**
- Electronic file  
(*Electronic enrollment file format requirements will be provided via email following the approval of the plan design guide.*)

## IX. FSA PAYROLL INFORMATION

SelectAccount is required to post payroll deduction information throughout the year for all employees choosing to participate in the plan. Funds should **not** be sent with any deduction information.

You have the option to send your enrollment deduction data to SelectAccount in the following three ways (select one):

- Online Group Service Center (recommended):** You can create and upload a file directly in the SelectAccount system or manually enter contribution amounts.
- Electronic File:** This option requires employers to create a file using SelectAccount format requirements. (Contact the group leader line for file format requirements.)
- Paper Report:** This option is a report that the employer creates each payroll date and sends to SelectAccount via fax or mail. This option may only be used for employers with fewer than 50 participants. **Additional fees apply. Please refer to the pricing sheet.**

## X. CLAIM REIMBURSEMENT PROCESSING

You will receive an automated e-mail notification with the claim reimbursement totals. Sign into the Online Group Service Center to view and print your complete invoice detail under Claim Reimbursement Invoices.

### **Automated Clearinghouse Information (completion of this section is mandatory)**

I hereby authorize SelectAccount to charge our bank account through Automated Clearinghouse for **claim reimbursements** made to our employees. The following bank account information is provided to SelectAccount for initiation of this procedure.

Bank Name \_\_\_\_\_

Type of Account:  Checking  Savings

Bank ABA Number \_\_\_\_\_

*(The ABA number is the nine-digit number located in the lower left corner of your check or savings deposit slip)*

Bank Account Number \_\_\_\_\_

## XI. ADMINISTRATIVE FEES

You will receive an automated e-mail notification when your detailed billing information is available and another e-mail notification two business days in advance of the scheduled ACH transaction confirming the amount of funds to be transferred. Sign into the Online Group Service Center to view and print your complete invoice detail under Administrative Fee Invoices.

### **Automated Clearinghouse Information**

I hereby authorize SelectAccount to charge our bank account through Automated Clearinghouse for **Administrative Fees**. The following bank account information is provided to SelectAccount for initiation of this procedure.

Please select **one**:

- Use same bank account as indicated for claim reimbursements; OR**
- Use bank account information indicated below:**

Bank Name \_\_\_\_\_

Type of Account:  Checking  Savings

Bank ABA Number \_\_\_\_\_

*(The ABA number is the nine-digit number located in the lower left corner of your check or savings deposit slip)*

Bank Account Number \_\_\_\_\_

*(Funds will be drawn from your bank account on or after the 20th of each month.)*

## XII. PLAN DOCUMENTS

Will SelectAccount be preparing your Plan Document and Summary Plan Description (SPD)?

- Yes (Plan Documents and SPDs will be sent to the group contact within 60 days of receipt of the completed Plan Design Guide.)
- No (If no, please forward a copy of your plan documents to SelectAccount.)

### **XIII. ADMINISTRATIVE TIPS AND DEFINITIONS**

**ONLINE ACCESS:** [www.SelectAccount.com](http://www.SelectAccount.com)

With SelectAccount, your employees have access to a powerful tool for managing their FSA. By registering with SelectAccount.com, your employees can:

- Enroll in direct deposit
- Create and view a customized statement
- View recent claims or reimbursement requests
- Manage their personal profile

You can also access forms and enrollment materials at **[www.SelectAccount.com](http://www.SelectAccount.com)**.

**LOCATIONS:** Multiple SelectAccount locations are available for 51+ groups only. If you want multiple SelectAccount locations, please complete and attach the Locations Addendum (F8928). Locations must be the same across all products administered by SelectAccount. If you wish to have different ACH accounts by location, please complete the Group ACH Authorization Agreement Form (X9055).

**COORDINATING WITH AN HSA:** For participants that have an FSA and an HSA, the FSA provides reimbursement for permitted benefits such as vision and dental care benefits until the health plan deductible is met. Once the health plan deductible is met, all Section 213(d) expenses, excluding deductible expenses, are eligible for reimbursement.

This affects only those participants who are eligible to contribute to their HSA. Participants who are not eligible to contribute to an HSA will have a general purpose (Full) FSA.

Please note: If the HSA is not administered by SelectAccount or the health plan is not with Blue Cross and Blue Shield of Minnesota, the group is required to manually notify SelectAccount which employees are contributing to the HSA. Participants are accountable for submitting the Deductible Verification Form (F8978) to SelectAccount to indicate that the deductible has been satisfied prior to receiving reimbursement for 213(d) eligible expenses.

#### **COORDINATING WITH AN HRA:**

- \* If the HRA allows reimbursement for health plan eligible expenses only, the HRA is primary and the FSA is secondary.
- \* If the HRA allows all 213(d) expenses to be reimbursed, the FSA is primary and the HRA is secondary because unused FSA funds are forfeited if not used for the applicable plan year.

**ACCOUNT FEES:** For participants who have an HRA stacked with a SelectAccount FSA, only one monthly participant fee will apply. Participant fees are billed monthly via mail and are payable by check or ACH. You will receive one bill for the entire group including the billed amount for each location (if applicable).

**PLAN DOCUMENTS:** SelectAccount will be preparing your Plan Document and Summary Plan Descriptions (SPD). The documents will be sent to the group contact within 60 days of receipt of the completed Plan Design Guide.

#### **REIMBURSEMENT OPTIONS:**

**DEBIT CARD:** This feature allows a participant to use a debit card to access their medical FSA at point of service. Members with an FSA and an HSA will be automatically issued a debit card.

**MEDICAL CROSSOVER:** Eligible health expenses (i.e. deductible and/or coinsurance) as indicated on the health plan Explanation of Benefits will be electronically transferred to SelectAccount. Claims will be processed and reimbursed according to the participant's available balance.

**Please note:** Crossover is not appropriate for participants who have secondary health coverage. Contact SelectAccount for a list of partners where crossover is available.

**XIV. SIGNATURES**

It is agreed that necessary information concerning current and future employees or employees and/or their dependents who participate in this Plan and employees whose participation is to be changed or discontinued, shall be provided to SelectAccount on a timely basis.

**I HAVE READ AND UNDERSTAND THE CHOICES WITHIN THIS PLAN DESIGN GUIDE. INFORMATION ON THE PLAN DESIGN GUIDE AND ANY ANCILLARY INFORMATION PROVIDED FOR THE PURPOSE OF ENROLLING IN THIS PLAN ARE, TO THE BEST OF MY KNOWLEDGE, CORRECT AND COMPLETE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**XV. OFFICE USE ONLY**

SelectAccount Group Number \_\_\_\_\_

Market Segment \_\_\_\_\_

Health Plan Account Manager \_\_\_\_\_

Distribution Partner \_\_\_\_\_

Distribution Partner Account Manager \_\_\_\_\_

Sales Exec \_\_\_\_\_

SelectAccount Account Manager \_\_\_\_\_

Client Manager \_\_\_\_\_

Enrollment Specialist \_\_\_\_\_