



# Health Reimbursement Arrangement: Frequently Asked Questions

Learn more about your BenefitWallet® Health Reimbursement Arrangement (HRA) with these helpful FAQs. You can also visit [mybenefitwallet.com](https://mybenefitwallet.com) for more answers to common questions. Please note these are general guidelines; consult **IRS publication 503** for complete details.

## What is a Health Reimbursement Arrangement (HRA)?

An HRA is a type of health care account funded entirely by your employer. You cannot deposit additional funds to an HRA. Use your HRA to reimburse yourself for eligible medical expenses, incurred by you and/or your spouse and dependents. Your employer defines which expenses are eligible for reimbursement from your HRA, and if your spouse or dependents are covered by it.

Per IRS guidelines, all medical expenses paid using HRA funds must be verified (or substantiated) by providing proof of the expense. Your employer will specify in your plan documents which expenses qualify, and whether or not funds remaining at the end of the plan year are forfeited or can be rolled over from year to year.

## What are the benefits of an HRA?

The funds your employer deposits into the HRA are **not** considered part of your income. This means they are not subject to income tax or FICA tax withholdings, making your HRA a great way to stretch your health care budget.

Typically an HRA sits alongside a health plan with higher deductible, coinsurance and copayment minimums. This means you may have more costs once you begin using services. These health plans typically have lower monthly medical premiums, allowing you to save money.

Some employers allow you to roll over and accumulate unused HRA funds year after year. An employer may also make the HRA portable so that you may continue to use funds when your employment ends or when you retire. Refer to your plan documents for all plan details.

## How does my HRA work?

- 1. Funding:** Your employer contributes to your HRA up-front or on a pre-determined schedule throughout the year. Refer to your plan documents for your employer's contribution schedule, if applicable.

- 2. Accessing funds:** When you have an eligible health care expense, pay for it with your HRA debit card (if your employer offers this feature), or pay out of pocket and request reimbursement online. Remember to always keep your Explanation of Benefits (EOB) and itemized receipts.
- 3. Requesting reimbursement/substantiating purchases:** Log on to your account at [mybenefitwallet.com](https://mybenefitwallet.com) or through the BenefitWallet mobile app and go to *Reimburse Myself*.

- Follow the instructions to enter the required information and upload images of your itemized receipts. If you need to fax or mail your information you can print your claim form and use it as a fax cover sheet to send it and your EOB or receipts to the number on the form.
- If the purchase was made using a HRA debit card, go to *My Money* from the home page and click on *My Expenses*. Select a transaction, click on the claim and upload images of your itemized receipts. If you are using the mobile app, go to *Claims Requiring Attention* from the home page and click on the claim that is Pending Receipt. From there, you can upload images of your itemized receipts.

*Please remember that credit card receipts, non-itemized cash register receipts and cancelled checks alone cannot be used to substantiate a claim. EOBs are often available electronically from providers, and contain all the required information to substantiate a claim.*



- 4. Reimbursement claims processing:** BenefitWallet will promptly process your request and reimburse you either by check or direct deposit. If a check request is less than \$25, it will be held until other claims are submitted or the end of the month. Set up direct deposit online to receive quicker reimbursements.

- 5. Account management:** Log on to your account regularly at [mybenefitwallet.com](https://mybenefitwallet.com) to check your balance and access the Resource Center for education and tools.

## What happens if I leave the company or retire during the plan year?

Normally you are not eligible to continue to use funds for services after your HRA terminates. Your employer may allow you to continue to incur expenses and spend down your account after you leave the company or retire, or they will offer you COBRA to continue your coverage.

At termination of employment, your HRA debit card will be deactivated. You may still access funds for services incurred before leaving the company and while you were covered under the plan, but your reimbursement requests must be submitted online or through the mobile app. Review your employer's plan documents for more information.

## Who do I contact with questions?

For more information visit our website at [mybenefitwallet.com](https://mybenefitwallet.com) or call us at **855.236.8600**.

