HSA Separation Process Overview

What happens to HSA Participants who are no longer tied to an employer?

What is the HSA Separation Process?
If BRI is notified that an HSA participant should no longer be affiliated with the employer-sponsored HSA program, we will use the HSA Separation Process to move that participant from the employer-sponsored program to the *Beniversal Individual HSA* program. Reporting and relevant activity that occurred while the participant was employed will remain visible under the employer reporting at BRIWEB as long as the plan year is available.

What communication is provided to the individual that is separated from the employer?
Participants will receive a letter by mail regarding the change from an employer-sponsored HSA to an Individual HSA. Letters should arrive within 2-3 weeks of reporting the termination. A sample letter is included for reference.

What is the experience for the individual?
When the participant is moved from the employer-sponsored HSA to the *Beniversal Individual HSA*, there are a few things to be aware of.

- **There is no change to the FDIC-insured bank account** or linked investments. If they have online transfers or payments linked to the bank account number, these will continue uninterrupted. Online transfers that are linked to the Beniversal card would need to be re-established after requesting a new card, since the card number will change with the participant's enrollment into the *Individual HSA* Program
- **Participants may request a new Beniversal Card** for use with their *Beniversal Individual HSA*. The employer-sponsored Beniversal Card will be deactivated within 10 days of notice of termination. Participants may request to have a new Beniversal Card issued by contacting Participant Services through one of the options outlined below.
- **Individuals will need to register a new login ID to continue to access their HSA through BRIWEB**. Instructions are included on the letter which is mailed to participants. If you receive requests, you may prompt them to use the following:
  - Go to **https://participant.briweb.com/login**
  - Select "Register an Account"
  - During the registration process, you will be prompted to provide a few details:
    - COMPANY CODE: INDIVIDUALHSA
    - MEMBER ID (if prompted): Social Security Number
- **Individuals will be responsible for a monthly administration fee of $2.75.** This fee will not be charged in the month of termination but will be automatically deducted from their HSA balance in subsequent months until the account balance reaches $0.
- **Individuals should continue to contact BRI Participant Services** for their Beniversal Individual HSA questions and can be reached at:
  - **Phone: (800) 473-9595** (Representatives are available Monday - Friday 8 AM ET - 8 PM ET)
  - **Email: participantservices@benefitresource.com**
  - **Live Chat: Accessible through your BRIWEB Participant Login**

If employers have any questions regarding this process or the status of a specific HSA participants account, you are encouraged to reach out to your assigned account manager. Thank you for allowing Benefit Resource to serve you.

Benefit Resource

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SAMPLE PARTICIPANT LETTER

<DATE>

<Address Block>

<First Name>,

We recently received notice that your Health Savings Account administered through Benefit Resource (BRI) is no longer affiliated with your employer. As a result, your HSA is being converted to an Individual HSA account. Don't worry! Your money is safe and we can continue to help you use your HSA.

What you need to know

In order to access your new Individual HSA, you will need to create a new login:

1) Go to **https://participant.briweb.com/login**
2) Select "Register an Account"
3) During the registration process, you will be prompted to provide a few details:
    a. COMPANY CODE: INDIVIDUALHSA
    b. MEMBER ID (if prompted): Social Security Number

Continue to use the funds in your HSA. Individual HSA funds can continue to be used for eligible medical expenses or invested. For medical expenses, you can reimburse yourself at any time by logging into your account through BRIWEB. There is no change to the FDIC-insured bank account or linked investments. If you have online transfers or payments linked to the bank account number, these will continue uninterrupted. The Beniversal Card you held through your employer's plan with BRI is no longer active, so please destroy it. If you would like to receive a new card to access your funds, please contact Participant Services through one of the options outlined below.

You will be responsible for the monthly administration fee for your account. You will be charged a monthly administration fee of $2.75 for any month in which you have a balance in your HSA. Previously, the administrative fee was covered through your employer.

You may need to stop HSA contributions. As a reminder, you must be covered by an HSA-compatible health plan to contribute to an HSA. If your insurance coverage has changed, you will need to confirm if you can continue to make contributions to your HSA. If you are eligible to contribute to your HSA, you may use the "Make a Deposit" option available through BRIWEB. Even if you are not eligible to contribute to your HSA, you may still withdraw funds for qualified medical expenses.

For any questions concerning your account, you will continue to contact BRI Participant Services.
Phone: (800) 473-9595 (Representatives are available Monday - Friday 8 AM ET - 8 PM ET)
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