



CBIZ Prepaid Benefits Card

The CBIZ Prepaid Benefits Card allows you direct access to your Flexible Spending account balance. The use of the card to purchase goods and services is treated as a claim against your flexible spending account and deducted from your available balance. The card is used as a credit card and funds are moved from your Flexible Spending Account to pay providers, thus reducing or eliminating out of pocket expenses.

- The CBIZ Prepaid Benefits Card is accepted only at qualified locations where Visa debit cards are accepted.
 - Examples of these locations may include hospitals, doctors' offices, pharmacies, online drug stores, and day care centers. The card swipes will be processed as credit card transactions. PINs may be requested when the card is received.
- The IRS issued a mandate requiring all drug stores and pharmacies to implement the IIAS (Inventory Information Approval System) or be designated as a "90%" retailer in July 2009.
 - IIAS certified means the retailer can distinguish eligible versus non-eligible healthcare products at the point of sale. These "No Receipt Retailers" have grown to represent over 40,000 retail locations. When purchases are made at these "No Receipt Retailers" a receipt will typically not be requested to substantiate the purchase. You can view all registered No Receipt Retailers at www.sig-is.org.
- The Card Program is **NOT** a paperless process. Plan participants are required to retain all receipts per IRS guidelines. Because of the tax benefits that FSA plans provide, the Internal Revenue Service (IRS) requires verification that all FSA debit card transactions are for eligible expenses. There are a few exceptions to this rule.
 - For example, your transaction may be verified automatically and may not require documentation if it matches a co-pay amount under your employer's health plan or is made at an IRS approved retailer or pharmacy. If your transaction does not meet these exceptions, you will be notified by CBIZ to submit documentation to substantiate this purchase or service.
 - All receipts must indicate the name of the service provider/merchant, original date of service, the type of service/purchase made, and the amount charged. Simple debit card receipts are not acceptable per IRS guidelines.
- There will be notification by email or text (opt-in) after the card transaction settles if a receipt is required. The purchases which need to be substantiated can be viewed by logging on to <https://myplans.cbiz>, which is the portal to access the personal flex account online. All purchases made can be viewed and all the submissions of receipts can be completed as required.
- Notifications will continue to be received each month if CBIZ does not receive adequate documentation to substantiate the charge. If CBIZ has not received the receipt by the 3rd month after the card swipe, the debit card will be **suspended**. When the charge is 120 days old, CBIZ will mark the purchase as a non-qualified expense. There will be an obligation to repay this amount to the flex account or the amount will be deducted from any future reimbursement and may be subject to a \$10 non-qualified expense fee. Any transactions not verified by the end of the plan year will be subject to payroll deductions to repay the account on a post tax basis.
- Once the transaction is resolved, either by providing appropriate documentation or repaying the plan, the card will be reactivated.