FLEX

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HRA Additions Form

Employer Name: _____

Employee #1 Name: _____ SSN: _____ Date of Birth: _____

Status: ☐ *Addition* Effective Date: _____ ☐ *COBRA Reinstatement* Effective Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

HRA Tier: ☐ Employee Only ☐ Employee + 1 ☐ Family ☐ Other

Date of Hire _____

Employee #2 Name: _____ SSN: _____ Date of Birth: _____

Status: ☐ *Addition* Effective Date: _____ ☐ *COBRA Reinstatement* Effective Date: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

HRA Tier: ☐ Employee Only ☐ Employee + 1 ☐ Family ☐ Other

Date of Hire _____

*MSP Reporting Requirements: Please provide Employee Spouse and all Dependent information if participant/spouse is 45 years of older and/or on Medicare. Please complete MSP reporting section below.

MSP Reporting Section

In this section of the form, please fill in Spouse/Dependent information required for MSP Reporting.

Employee #1 Name: _____

Spouse Name: _____ Date of Birth: _____

SSN: _____ Gender: ☐ Female ☐ Male

Dependent #1 Name: _____ Date of Birth: _____

SSN: _____ Gender: ☐ Female ☐ Male Relationship: _____

Dependent #2 Name: _____ Date of Birth: _____

SSN: _____ Gender: ☐ Female ☐ Male Relationship: _____

Employee #2 Name: _____

Spouse Name: _____ Date of Birth: _____

SSN: _____ Gender: ☐ Female ☐ Male

Dependent #1 Name: _____ Date of Birth: _____

SSN: _____ Gender: ☐ Female ☐ Male Relationship: _____

Dependent #2 Name: _____ Date of Birth: _____

SSN: _____ Gender: ☐ Female ☐ Male Relationship: _____

If additional space is needed for Dependent information, please use another FlexHRA Additions Form.

Plan Administrator Signature: _____ Date: _____

Please send all completed forms and documentation to Flexible Benefit Service Corporation.

GO PAPERLESS!
You can login to your account at **flexiblebenefit.com** and manage eligibility transactions online without needing to complete any paper forms. Get started today!

HA953239A

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