

To all City of Rexburg Employees with **Health Insurance** that currently utilize the **MasterCard** provided by National Benefits Services (NBS):

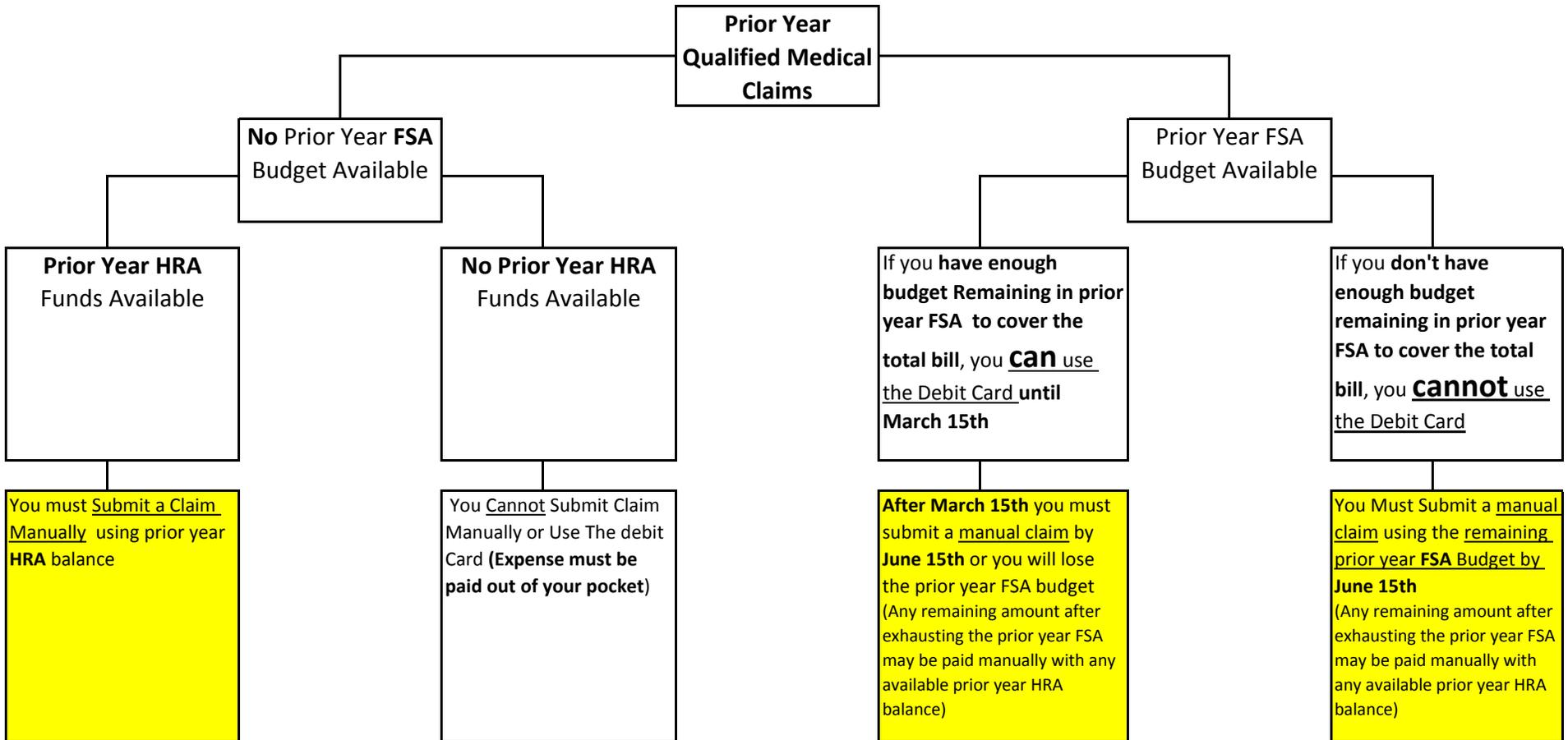
The debit card is set up to first use prior year Flexible Spending funds (**FSA**) , then current year **FSA** , then Health Reimbursement Account Funds (**HRA**) until March 15th of the current year. After March 15th It will first use the current year FSA funds and then the HRA funds.

If you plan to use prior year FSA balance after March 15th of the current year, you must submit a manual claim by June 15th . The current year claim must also be incurred between January 1st and March 15th if using prior year FSA budget. If you do not submit the claim by June 15th you will lose the prior year FSA balance.

You must be sure that when you use the debit card it is for a **qualified medical expense** and you are utilizing the **correct FSA or HRA balance year as indicated above**.

The law does not allow you to use current year FSA or HRA budget on prior year claims.

Below is a decision tree to explain how to file claims from the prior year:



Claim Forms can be obtained from the following links:

<http://www.nbsbenefits.com/documents/ClaimForm.pdf>
<http://www.nbsbenefits.com/documents/HRAClaimForm.pdf>

Claims can be submitted via:

Fax 800-478-1528
Email claims@nbsbenefits.com
Mail National Benefits Services, LLC
P.O. BOX 698
West Jordan, UT 84084

How to Check Your Balances:

<https://www.nationalbenefitservices.com/>
or
1-800-274-0503 Option 2 then 1

