Large Employer Group Spending Account Implementation Checklist

Independence Spending Account Large Market Comprehensive Application

- ☐ Ensure that demographic information is complete and accurate.
- ☐ Ensure the accuracy of the individuals who are authorized to access spending account contribution and reporting information.
  - o Add, delete, or edit the information as appropriate for the plan year.
- ☐ Review all Spending Account plan designs for accuracy.
- ☐ Review QHDHP plan configurations to ensure that:
  - o Individual and family deductibles are at or above the minimum amount set annually by the IRS.
  - o Individual and family out-of-pocket maximums are at or below the maximum set annually by the IRS.
  - o All medical and Rx benefits fall to the deductible.
- ☐ Sign the application.
- ☐ Submit the application to the Broker or Independence Executive.

Spending Account Agreement

- ☐ Review, Sign and Submit to the Broker or Independence Executive.
- ☐ Anticipate receipt of a signed copy back from Independence.

Employer Portal Access

Work with the Broker and/or Independence Executive to:

- ☐ Complete an *Online Employer Portal Access Form* (OEPAF) including Spending Accounts for all appropriate individuals.
  - o Add, delete, or edit the information as appropriate for the plan year.
- ☐ Verify access (new users are notified; current users can confirm access online).

HSA Funding Bank Preparation

- ☐ Review the *HSA Contribution Guide*.
- ☐ Determine the preferred contribution method(s).
- ☐ If appropriate, once notified by Independence, complete the online banking setup for the funding / prefunding bank account.

HRA/FSA Pre-funding (if applicable)

Complete the Independence

- ☐ The *ACH Origination & Prefunding Form*.
- ☐ Submit to the Broker or Independence Executive.
- ☐ Ensure the funding bank is notified of source bank for prefund and ongoing funding.

Medical Plan Enrollment (determines HSA and HRA enrollment)

- ☐ Ensure medical plan enrollments for the new plan year are completed by the 10th of the month prior to the new plan year.
- ☐ Notify Independence when medical enrollments are complete. Applies if making enrollment changes through the portal; not needed for EDI.

FSA/DCA Enrollment (if applicable)

- ☐ Review enrollment file specifications.
- ☐ Complete FSA/DCA enrollment file.
- ☐ Submit the enrollment file by the 10th of the month prior to the plan year. Note that medical enrollment for the new plan year must be complete prior to submission.

HSA Member-level Account Funding

- ☐ Monitor account openings through the employer portal using reporting.
- ☐ Complete contributions to the employer portal (Note: ACH direct contributions are not made through the portal.)

Independence ✚