Transfers within the TBR System for PayFlex Participants

Participants transferring from one TBR institution to another TBR institution without a break in service should be administered using the transfer process outlined below:

Departing Institution-

- Notify Receiving Institution of the following:
    - Termination date
    - Date of last deduction
    - YTD deduction amount(s) withheld
    - Total amount of annual FSA election(s)
    - Total amount of claims paid

- Notify employee the current debit card will be disabled and a new card linked to the Receiving Institution will be mailed to the home address.

Receiving Institution-

- Notify Barb Johnson at Payflex of the transfer. The billing division of the employee will be changed from the Departing Institution to the Receiving Institution effective one calendar day after the termination date.

- Obtain the YTD total amount of claims paid/reimbursements issued ***on or before the termination date*** (i.e. if an employee terminates on April 15th, this is the date used to calculate the total amount of claims paid/reimbursed. Eligible expenses incurred prior to April 15th but not paid/reimbursed as of April 15th become the responsibility of the Receiving Institution and are not to be included). This information is available online via the employer portal or directly from Barb Johnson.

Both Institutions-

- Utilizing the information obtained by both institutions, coordinate as follows:
    - If the Departing Institution deducted a higher amount than the total amount of claims/reimbursements paid on or before the termination date, the Departing Institution shall pay the Receiving Institution the excess amount. The timing of this payment shall be immediately.

    - If the Departing Institution deducted a lower amount than the total amount of claims/reimbursements paid on or before the termination date, the Receiving Institution shall pay the difference to the Departing Institution. The timing of this payment may occur as the deductions are collected from the employee or as a one-time, lump sum payment as agreed upon by the Departing and Receiving Institutions.

- If no claims have been paid/reimbursed, the Departing Institution shall pay the Receiving Institution the total amount of YTD deductions collected. This payment shall occur immediately. Tax implications will be reported based on the actual payroll from which the funds were collected.

*The Receiving Institution shall keep any remaining, unused funds at the end of the year/grace period.

** If a transferred employee terminates employment with the Receiving Institution before all deductions are taken to cover the amount of claims/reimbursements paid, it is the Receiving Institution's responsibility to cover the remaining balance.

Examples:

(For purposes of this sample, annual election is Medical Spending Account. Please note, the same process also applies to Dependent Care Accounts)

Employee's annual election: $1,200

Termination date: 06/30/2015

Transfer effective date: 07/01/2015

	Departing Institution	Receiving Institution
Positive Balance	Ded. $600 Claims $200 Pay Rec'ing Inst. $400----------------------------------→	
Negative Balance	Ded. $600 Claims $1,200 ←----------------------------------	Pay Departing Inst. $600
$0 Claims Paid	Ded. $600 Claims $0 Pay Rec'ing Inst. $600----------------------------------→	