



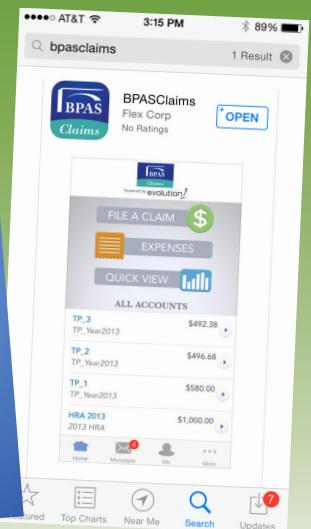
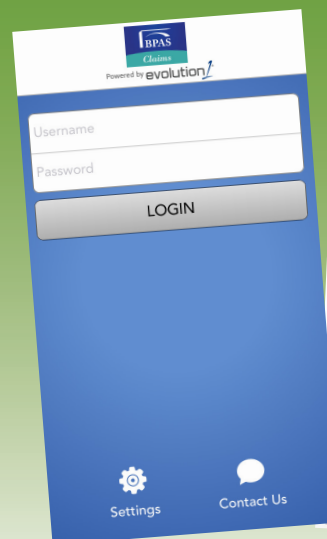
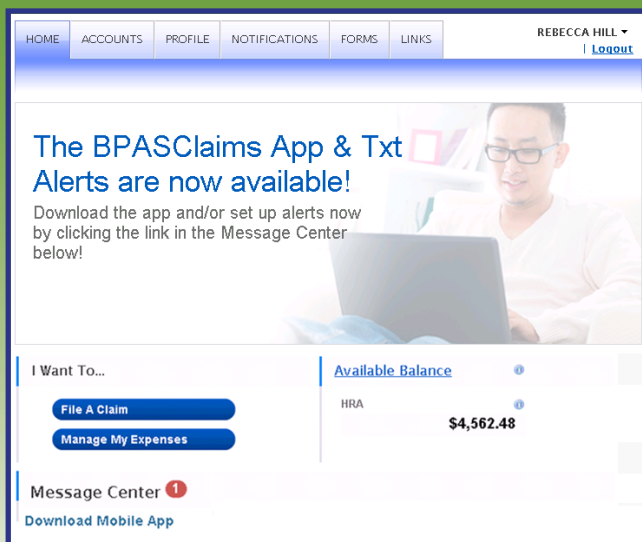
Build a healthier life with the **VEBA/HRA**



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### On the Go with the BPAS Mobile App.

Participants may check account balances, file claims, and even upload receipts using the camera on their phones with the FREE BPAS Mobile app for Android or iPhones



# We're committed to you.

BPAS offers solutions to a diverse array of clients spanning the United States and Puerto Rico. We serve more than 4,000 retirement plans and 400,000 plan participants, through partnerships with a wide array of financial intermediaries. With engagements from 10 to over 10,000 employees, BPAS has the commitment, depth and expertise to meet client needs.



## Who We Are

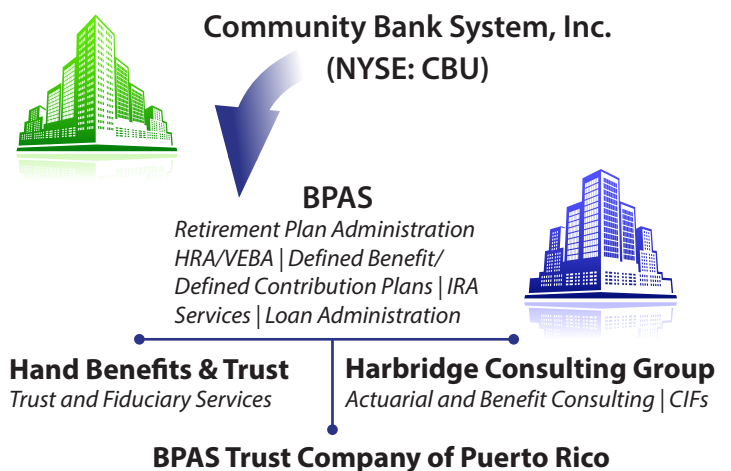
BPAS is a national provider of retirement plan administration, actuarial, consulting, collective investment fund administration, and Voluntary Employee Beneficiary Association (VEBA)/Health Reimbursement Arrangement (HRA) services. We are experts in delivering comprehensive, one-stop solutions; leaders in innovative technology; and known across the industry for our consultative, hands-on focus.

With ten national offices and over 260 employees, BPAS has the professional and technological resources to deliver value-added service across the full spectrum of defined contribution, defined benefit, health and welfare, HRA/VEBA and consulting engagements, with an impressive array of capabilities under one roof. At BPAS, we are committed to Solving Tomorrow's Employee Benefit Challenges Today.

## Corporate Structure

Another compelling advantage of BPAS is our vertically-integrated structure, which is the envy of many competitors. BPAS acts as claims administrator, daily valuation recordkeeper, clearing firm, and asset custodian under one roof. This structure means **we are responsible for every facet of program delivery** which means peace of mind to clients who have experienced coordination or communication issues in multi-vendor programs.

To us, greater accountability is always a good thing.







# “...seamless operational environment.”



## Introduction

BPAS has been serving client needs for more than 42 years. As we have seen changes in the industry – including new developments in technology and evolving client needs – we have continued to refine our services and respond to the new marketplace. Plan Sponsors can rely on BPAS as the provider who will:

- Deliver a seamless operational environment, with the latest technology and features in the marketplace.
- Ensure proactive and responsive service, with accurate, high-quality plan administration.
- Offer true open architecture on investments, allowing clients to use the strongest possible menu of investments, while eliminating any conflicts of interest in fund selection, review and monitoring.
- Deliver attractive features and benefits, including the participant web site, quarterly statements and newsletters, educational booklets, and other “visible” items.
- Offer a comprehensive solution for participant education, including the efforts of local advisors and trustees who work onsite with participants, along with education delivered through print, web and technology-based medias.
- Simplify life for Human Resources by gathering more data, using participant self-service technologies, eliminating paper and allowing BPAS to assume a higher profile in the daily administration of the plan.
- Help the Plan Sponsor meet its compliance and fiduciary obligations.

## VEBA

Voluntary Employee Benefits Association is a tax-advantaged account that allows the employer to deposit funds, tax free, on behalf of the employee. Participants are not taxed on their employer’s contributions to the account. Funds in the account may be used to pay for current or future out-of-pocket health care related expenses.

## HRA

A Health Reimbursement Account (HRA) is an account-based health plan funded solely by the employer; it cannot be funded through employee salary deductions. Participants can use HRA funds to cover qualified healthcare expenses and premiums. Employer contributions, earnings, and withdrawals (claims) are exempt from taxes.

# Education and Communication

BPAS offers a full library of educational and communication materials to help participants understand VEBA and HRA plans.

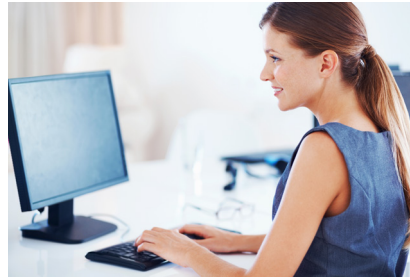
We offer enrollment booklets, attractive quarterly statements with newsletters, numerous targeted communication

pieces and an ongoing e-learning process designed to promote plan participation.



## Enrollment

Our technology streamlines administration and eliminates time-consuming paperwork. Plus, with our one-stop VEBA/HRA administration, everything you need to setup and maintain a VEBA/HRA can be done through us. The initial enrollment of each VEBA/HRA plan is critical. We believe that when employees are educated on the concept, process and program mechanics, they can begin using the program immediately and appreciate its powerful advantages.



## Web-based Resources

Employees will also have ad-hoc questions during the year. While our call center assists with many questions, the website also plays a vital role. The participant website includes a library of education pieces, including Powerpoint presentations, FAQ documents, retirement calculators, multimedia sessions and more.



## Ongoing Education

At BPAS, we believe it's important to sustain the education process over time. We continue to reinforce the benefits of the VEBA program through ongoing education, whether conducted by your advisor or representatives from BPAS, using onsite or technology-based means. This process caters to needs of new and existing participants.





## Customer Service

Our commitment to providing a consistent, high-level of customer service sets BPAS apart.

Our Customer Service team fields calls from participants directly to offer help with all types of questions, including account access or login questions, balance information, claims status, debit card matters, and more. Our fully staffed, US-based call center is powered by state-of-the-art technology, including call recording, next available routing, real time queue reporting, multilingual capabilities, 'request a callback' features and more.

Our call center operates from multiple time zones under the direction of a senior manager, plus, it's comprised exclusively of highly-trained BPAS employees.

## Claims & Reimbursement

We process claims on a daily basis so participants don't have to wait for their reimbursements. Funds in the accounts continue to grow until claims are processed and funds are withdrawn.

Participants may receive instant reimbursement under the VEBA/HRA simply by using their debit card at the point of purchase. Participants may also submit claims for reimbursements one of three ways:

- Online or through the BPAS Mobile App
- FAX
- Mail

To ensure IRS compliance, 100% of claim requests are substantiated. We send reimbursement for eligible expenses to participants either through direct deposit or with a manual check.

**"Our commitment to providing consistently good customer service is what makes working with BPAS different."**

In addition to our toll-free telephone service, participants can get answers 24/7/365 via email and voicemail.

We offer translation services for more than 100 languages.





# A VEBA/HRA

is a money saving benefit plan that covers out-of-pocket health care costs incurred by employees, spouses, and dependents.

What makes it different from any other employee benefit? It's tax free. All contributions, investment earnings, and withdrawals?

**Not just tax deferred, it's TAX FREE.**

## VEBA Advantages

Simply put, a VEBA is a tax-exempt irrevocable trust arrangement on behalf of employees. Once funds are deposited, employees will see them credited to their accounts in the BPAS participant website.

Employees can invest in a menu of funds through the website to achieve long-term investment goals – similar to a 401(k), 403(b) or 457 plan. They may then use funds to pay for qualified health care expenses with a simple swipe of the Benny Card.

It's important to note that a VEBA is really the funding mechanism. Most employers tie the VEBA funding to an account-based Health Reimbursement Account (HRA), which governs the rules for eligible expenses.

## VEBA/HRA Basics

The VEBA/HRA does not replace an employee's health insurance plan, but rather works alongside their plan to provide additional coverage options. You may choose to setup a VEBA/HRA for active employees or post-retirement employees:

- **Active Employees:** Employer establishes the VEBA/HRA to work with employee's current health care plan. The employer deposits funds on behalf of the employee, funds the employee can use to pay for deductibles, co-pays, coinsurance, etc. Available funds at the end of the year automatically roll-over into the next plan year. This rollover allows employees to accumulate funds over time and save them for retirement or post-employment.
- **Post-retirement Employees:** Employer contributes to employee's VEBA/HRA to help them, and eligible dependents, pay for medical expenses after they have retired. The employer can make contributions to the account throughout the employee's tenure, or convert accumulated severance pay, sick pay, and other longevity-based benefits.






# Funding

Funding for VEBA/HRAs is through employer contributions only. The amount, frequency, and type of employer contributions apply to all employee groups. Employer contributions may include:

- Specific dollar amount at specific intervals (e.g., \$100 per month or per pay period)
- Conversion of accrued, unused sick time upon termination of employment
- Different contribution structures for employee groups (e.g., Collective Bargaining contributions differ from Exempt staff)
- Percentage of pay

Below are some of the regulations that affect HRAs:

- An HRA may only be funded with employer dollars; employees may not contribute
- BPAS tracks HRA reimbursements of all participating employees
- Employees need to submit an insurance Explanation of Benefits (EOB) or other appropriate documentation with a claim form to get reimbursed for eligible expenses under the HRA
- HRAs must have a separate plan document from any other plans
- Communication materials must be separate from other plan materials
- HRA funds may rollover allowing the employee's account to accumulate and accrue interest with the VEBA
- HRA is subject to COBRA



All medical expenses as defined by the IRS Code Section 213(d) are eligible expenses under a typical VEBA/HRA, as well as certain insurance premiums:

1. Co-pays: prescription drugs, office visits, and deductibles
2. Active and post-employment dental, medical, and vision services
3. Medicare Part B and D
4. Long-term Care insurance



# Plan Design

With the VEBA/HRA employers can tailor them to meet the needs of their employees and provide greater benefits without the heavy burden of inflated costs. Our expert BPAS advisors will work with you to design a customized VEBA/HRA offering to meet your company's unique needs.



Use the VEBA/HRA to create funding for post-employment premiums and expenses as a Retiree Health Savings Account (RHSA)

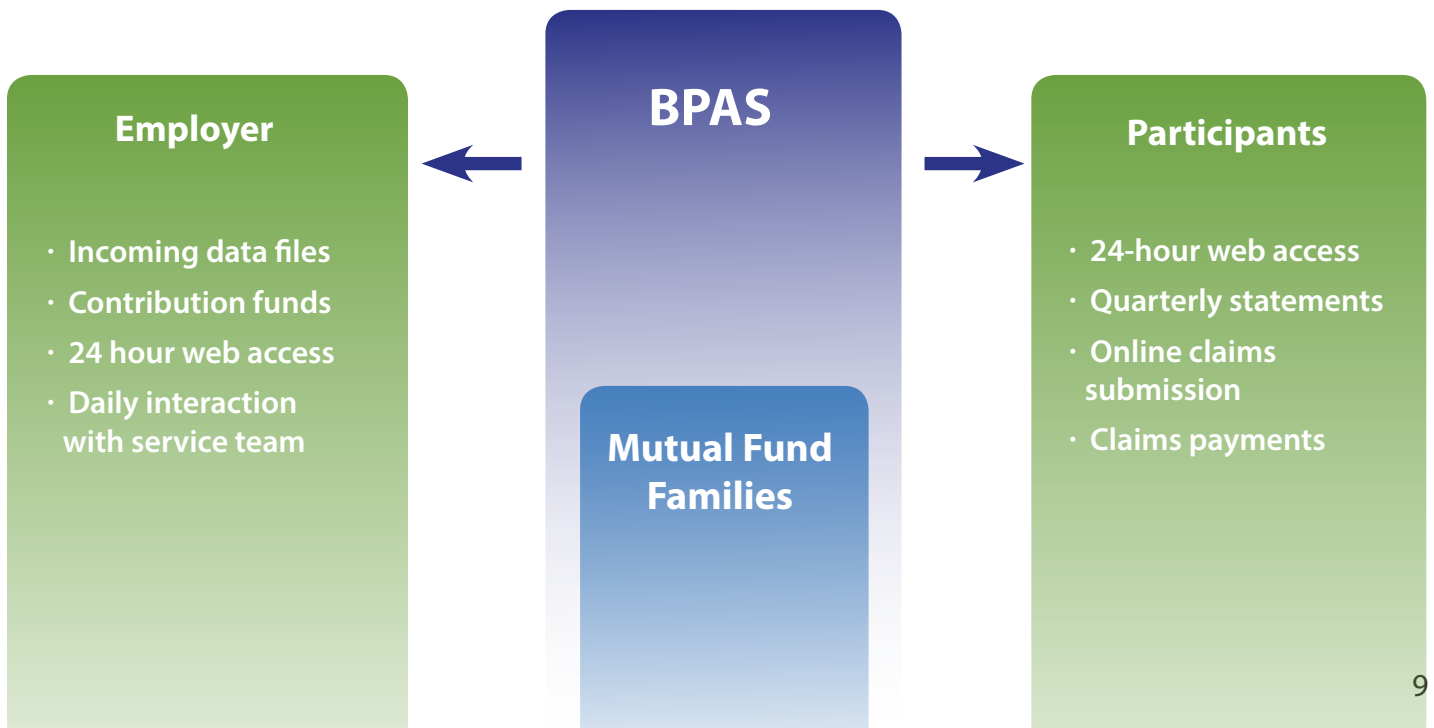


Hold health care and self-funded reserves for future medical expenses as a Governmental Accounting Standards Board (GASB) 45 Prefunding plan



Create VEBA/HRA to replace risky pension plans, 401(k)s, and IRAs

## How it Works





## Technology

In administering the HRA/VEBA program, we've invested in the best technology to ensure your experience with us is simple, smooth and secure.

- 24 / 7 account access through our website and Mobile App
- Sungard Omni recordkeeping system with Envisage™ participant website
- Evolution1/1Cloud for HRA claims approval and payment processing
- Integrated debit card simplifies payment of expenses (instead of claim forms)
- Same day/late day trading across funds with 4 pm (ET) cut-off time
- Features and technology that continuously evolve to bring superior technology solutions to Plan Sponsors and participants

## Online Services

With BPAS, participants have all of the tools they need to manage their account at the click of a mouse:

- Investment elections/ Reallocate account balance
- Interactive banner messaging
- Fund fact sheets and prospectuses
- Online statements
- Statement on demand capabilities
- Plan level branding
- Online claim submission
- Claims status and history
- Plan documents
- Pertinent forms
- Educational materials
- Legislative information

## Debit Card

We offer debit cards as part of our standard service that makes accessing the VEBA/HRA easy. There are no administrative fees charged to employees for the debit card. Employees simply pay for eligible expenses at the point of purchase just like it's a credit card. Funds are automatically paid to the provider out of the VEBA/HRA. No transaction fees. No claim forms. No waiting.







## Why choose BPAS?

Only BPAS can offer you the expertise in all facets of retirement plans and employee benefits. We bring you a vertically integrated VEBA / HRA complete with daily valuation record keeper, administrator, clearing firm, actuary, claims processing, and custodial services.

**Let's get started.**

**Visit: [bpas.com](http://bpas.com)**

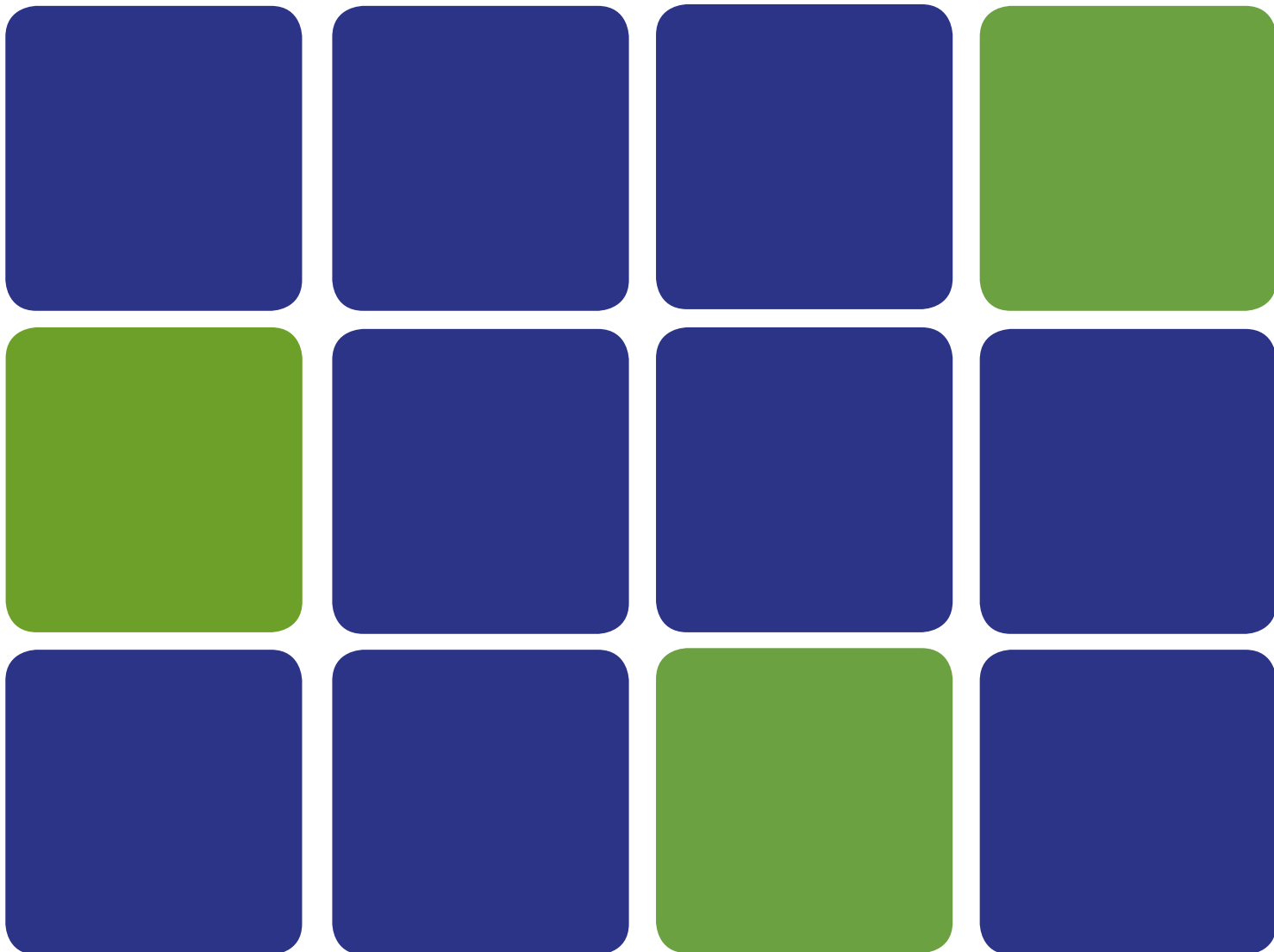
**Call: 1-866-401-5272**

**email: [trustsales@bpas.com](mailto:trustsales@bpas.com)**

## Sit back and relax.

Let us handle the details using our expansive knowledge of the consumer-driven health arena and retirement plans:

- A proven track record in flexible benefits plan administration, including HRAs.
- One stop VEBA/HRA administration. Everything you need to setup and maintain a VEBA/HRA can be done through us.
- We allow employees to customize their own plan, prepare for retirement, save money with tax-free contributions, and web self-service to manage their accounts.
- Employers receive continuing educational, regulatory compliance updates, and an annual plan survey to assess performance.
- Our technology streamlines administration and eliminates time-consuming paperwork.
- Employees can roll-over unused account balances, access funds at any time, and make their own investment decisions.



**Let's Get Started.**

**p: 1-866-401-5272**

**e:trustsales@bpas.com**

**bpas.com**

