

TO: PARTICIPANTS IN THE FLEXIBLE BENEFIT PLAN –
FLEXIBLE SPENDING ACCOUNTS

FROM: FLEXIBLE BENEFIT ADMINISTRATORS, INC.
P.O. BOX 8188
VIRGINIA BEACH, VA 23450

Congratulations on your decision to participate in **FERRUM COLLEGE's** Flexible Benefit Plan. It is truly an outstanding benefit and provides great advantages for you and your family. In order for you to get the most benefit from your plan, we want to remind you of a few things concerning your reimbursement claim forms.

The claim forms are separated into two expense areas:

- 1) **HEALTH CARE – For reimbursement of qualified medical expenses**
- 2) **DEPENDENT CARE – For reimbursement of qualified child care/ dependent care expenses**

To be reimbursed, you must fill in the requested information and amount of the expense on the claim form in the appropriate expense area and attach a receipt or bill from the provider (**canceled checks are not considered receipts; the receipt must come from a third party**). If you do not complete a claim form and turn in an appropriate receipt or bill, you will not be reimbursed. Remember to sign your claim form. The minimum reimbursement check is \$5.00, except at the end of the plan year. Then, mail or fax the claim form and bill or receipts to:

Mail Your Claim To: Flexible Benefit Administrators, Inc. P.O. Box 8188, Virginia Beach, VA, 23450	Fax Your Claim To: Flexible Benefit Administrators, Inc. Fax Number: 757-431-1155
---	--

Claims can also be scanned and emailed to FlexDivision@flex-admin.com

A SPECIAL REMINDER:

To have your reimbursement mailed to your residence on the 15th of the month, your claim form **must be received in our office by the 7th of the month**. To have your reimbursement mailed to your residence on the last day of the month, your claim form **must be received in our office by the 22nd of the month**.

If the 7th or 22nd falls on a weekend or a holiday, your claim form **must be received in our office by the preceding business day**.

DO NOT HESITATE TO CALL!!

We are ready to help you get the greatest benefits possible from your plan. Please call us at (757) 3404567 or 1 (800) 437-FLEX if you have any questions or contact us through our website at www.flex-admin.com.

Participant forms may be downloaded from our website at www.flex-admin.com . Click on Print FLEX Participant Forms. To view or print the forms you will need Adobe Reader (version 4.0 or higher). It is available free for download from the Adobe website.
--