



## Tips & Tricks for completing HealthEquity's Reimbursement Account Application

- 1** Request a copy of 2021 renewal from Further **prior** to completing the HealthEquity Reimbursement Account Application (HQY RAA) by phone or you can go onto your **Further group portal** and download this yourself by selecting Group > Products > Plan Type to view your current product offering. This will enable you to see how your current personal spending accounts (PSAs) are set up and will provide you with confidence to complete the HQY RAA in a manner that ensures consistency with your current PSA experience.
- 2** HQY includes the health reimbursement arrangement (HRA) application as a section within their RAA. You can simply skip this section if your ministry is not offering an HRA.
- 3** In the Health Carrier Information section, the application asks you for the name of your health carrier. You can simply enter "Concordia Plans."
- 4** If someone other than the PSA plan administrator is responsible for submitting the PSA reimbursements or health savings account (HSA) contributions, they should be on the call to talk about how HQY will receive the funds and the timing.
- 5** Under the Payroll section it asks how you will track deductions and provide three options: manual, assumed or integrated. Don't choose "integrated" because this will cause a delay in the information shared with HQY and can complicate enrollments and billing. We suggest using manual as this is how the process is currently working with Further.
- 6** Under the Employer Invoicing Options section, please note that you'll have to keep a reserve account with HQY. The amount of the reserve account will depend on the annual plan liability and invoicing frequency.
- 7** If you have questions, fill out the form to the best of your ability and send it to HQY at least one business day ahead of your scheduled implementation call. They'll help you complete the form in its entirety.