

Northeast Benefits Management, LLC

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Blue Edge Business (BEB) HRA/HSA* Enrollment Checklist for new groups

(Existing HRA groups will be contacted directly by NBM for renewal)

- Completed and signed BEB Application for HRA/HSA Administration
- Completed and signed Confidentiality Agreement for purposes of claim file feed
- Completed and signed Business Associate Contract
- NBM Employee Census (for HRA/HSA enrollment) Spreadsheet
- Employee Enrollment Packet (should be distributed to all participants) includes:
 - a. HRA Election/Waiver form (Election/Waiver forms can be kept on file with the employer)
 - b. Claim Reimbursement Direct Deposit form (optional for employee to complete)
 - c. Authorization to Release Information (optional for employee to complete)
 - d. BCBSVT Employee Opt out of data feed letter (optional for employee to complete)

Completed NBM forms and census spreadsheet should be submitted in conjunction with the BCBSVT enrollment packet

*If you are moving existing HSA accounts to NBM, an additional quote and paperwork will apply