

Northeast Benefits Management, LLC

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2023 Blue Edge Business (BEB) HRA/HSA* Enrollment Checklist for new groups

(Existing HRA groups will be contacted directly by NBM for 2023 renewal)

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

Completed NBM forms and census spreadsheet should be submitted to Northeast Insurance Broker Services (NIBS), in conjunction with the BCBSVT enrollment packet

Finalization of the HRA/HSA application is contingent upon receipt of a signed Administrative Services Agreement, which will be provided to the client separately.

*If you are a new HSA client or are moving existing HSA accounts to NBM, an additional quote and paperwork will apply.