

Northeast Benefits Management, LLC

620 Hinesburg Rd. Ste. 120 / PO Box 2363 / S. Burlington, VT 05407-2363

Tel 802.865.0239 / fax 802.419.3094 / info@nbmus.com

www.nbmus.com

2024 Blue Edge Business (BEB) HRA/HSA* Enrollment Checklist for new groups

(Existing HRA groups will be contacted directly by NBM for 2024 renewal)

- Completed and signed Application for BEB HRA Claims Administration
- Completed and signed Confidentiality Agreement for purposes of BCBSVT data feed for HRA claim processing
- NBM Employee Census Spreadsheet (for HRA/HSA enrollment)
- 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. Authorization to Release Information (optional for employee to complete)
 3. 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.