To Insurance-Eligible Employees:

Following is a message from Minnesota Management & Budget (MMB) regarding the deadline to submit reimbursement requests to Eide Bailly for 2012 flexible spending accounts. This message is for all employees who were enrolled in any of the flexible spending accounts in 2012. There are a few items I wish to clarify regarding this message.

First of all, if you purchased a parking permit by August 27, the deadline for Transit Expense Account (TEA) reimbursements is this Friday, February 22, rather than February 28 as indicated in MMB’s message. TEA reimbursement requests must be submitted within 180 calendar days of the date the expense was incurred or the date the permit took effect. Most of our permits took effect on August 27, 2012, and February 22 is 180 calendar days from that date. Follow the attached instructions for submitting TEA reimbursement requests. Eide Bailly must receive the TEA reimbursement request and parking permit receipt no later than February 22.

Second, the HRA mentioned below refers to the State HRA, not the MnSCU HRA. The State HRA of $250 in 2009 and $125 in 2011 was given to all employees enrolled in health insurance on January 1 of those calendar years. The MnSCU HRA is given only to IFO and Administrators. No administrative fee applies to the MnSCU HRA. The February 28 deadline for submitting 2012 expenses applies to all HRA accounts.

Please remember that Eide Bailly must receive the reimbursement request and all documentation (receipts, billing statements, etc.) by the applicable deadline, it cannot just be postmarked by that date. I believe that means it must be received by the close of business on that date, so it would be best to do any faxing or electronic submissions early enough to ensure that it gets through by the end of the business day. You may call Eide Bailly at 1-800-300-1672 to verify that if you wish.

Thanks for taking the time to read this information. Don’t miss your deadlines!

Message from MMB:

Thursday, February 28, 2013, is the deadline for submitting 2012 Pre-Tax Medical Dental Expense Account (MDEA), Dependent DayCare Expense Account (DCEA), and Transit Expense Account (TEA) reimbursement requests.

Completed Reimbursement Requests either by paper forms or requests made online AND supporting documentation must be submitted to Eide Bailly by February 28, 2013. Requests received after the deadline will not be accepted and money remaining in the account will be forfeited, as required by federal law.

If you have a remaining balance in your 2009 or 2011 Health Reimbursement Arrangement (HRA) that has been moved forward into plan year 2012, you may submit 2012-expenses by February 28, 2013. Unlike your MDEA or DCEA, the unused balance in your 2009 or 2011 HRA may be carried forward into future years. However, beginning January 1, 2013, the monthly administrative fee of $2.73 will be deducted from the account each month a balance remains in the HRA.
If you have questions about pre-tax accounts, contact Eide Bailly at 612-253-6633 or 1-800-300-1672. Information and forms are available on the Eide Bailly website at:

http://www.eidebaillybenefits.com/som

Reimbursement Request Forms and documentation can be submitted by fax at 612-253-6622, mailed to Eide Bailly Employee Benefits at U.S. Bank Corp Center, 800 Nicellet Mall, Suite 1350, Minneapolis, Minnesota 55402-7033, or submitted electronically through the webpage above by following the login instructions.

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http://www.mnsu.edu/bigideascampaign/
2012 TRANSIT EXPENSE ACCOUNT (TEA) REIMBURSEMENTS

Employees who enrolled in the Transit Expense Account (TEA) for their parking permit expenses must submit reimbursement requests to Eide Bailly within 180 calendar days of the date the parking permit took effect. February 22, 2013, is the absolute deadline to submit reimbursements for permits that took effect on August 27, 2012. Following are instructions to help with the reimbursement process.

- For “Benefit Year” put 2012 (do not put 2012-13).
- Your “State Employee ID Number” is the same ID number you use to look up your paycheck stubs.
- The “Date Expense Incurred or Period Covered” is the part that has changed from previous years and can cause some confusion.
  - The first (or start) date should be the date the permit took effect, not the date you paid for the permit. Most campus parking permits took effect on 08/27/2012, so that would be the start date.
  - The second (or end) date must be no later than 12/31/2012. The maximum expense reimbursement allowed is $240 per month. Permits costing less than $240 may have a reimbursement end date on or after 09/27/2012 but no later than 12/31/2012. Gold permits cost $274 so the end date can be no earlier than early October (for example, 10/05/2012 would be okay) and no later than the end of December, 12/31/2012.
- For “Expense Description” write “MnSCU parking permit.” The “Service Provider” is “Minnesota State University, Mankato” for university parking permits.
- Somewhere on the form write “Paid in April (or whenever you paid for your permit) but expense incurred beginning in August – approved by MMB and Eide Bailly.” If you submit your claim electronically, write this note on the copy of your receipt. This is to help Eide Bailly’s claims processors spot one of our claims and understand why the receipt shows a date that does not correspond with the permit dates.

You will need to attach a copy of your receipt to the form or upload or fax the receipt to Eide Bailly if submitting your claim electronically. Copies of cancelled checks or credit card statements are not acceptable as receipts. You may obtain a copy of your parking permit receipt from the Campus Hub. You should also keep copies for your records as well as document when and how you sent any electronic or fax submissions.

If you have questions you may contact Eide Bailly at 1-800-300-1672 or Therese Mullins in Human Resources at 6942 or therese.mullins@mnsu.edu.