

Save Your Receipts!

HealthTrust

IMPORTANT INFORMATION ABOUT RECEIPTS

for expenses associated with your



BENNY™ PREPAID VISA® CARD

All charges made to your Benny Prepaid Benefits Card are only *conditionally reimbursed* until related receipts are received and approved by HealthTrust per Internal Revenue Service (IRS) regulations. Receipts do not need to be provided if the expense equals the copayment amount required by 1) your employer's medical plan for a doctor's office visit, or 2) your employer's pharmacy plan for a prescription.

In addition, documentation is not needed when the Card is used at discount stores, department stores and supermarkets that can identify FSA-eligible items at checkout.

WHEN A RECEIPT IS NEEDED _____

- Once a transaction has been processed by Visa, HealthTrust will send a ***First Receipt Request*** to you.
- After 15 days, HealthTrust will send a ***Second Receipt Request*** to you.
- After 20 days, a third request titled ***Suspended Card Notification*** will be sent for any outstanding transaction(s). You will not be able to use your Card until the necessary receipts are received.

(continued on reverse side)

- If we have your email address on file, requests for receipts will be sent to you via email. Please provide HealthTrust with an email address that you check frequently.
- If HealthTrust does not have your email address on file, all requests will be sent via regular mail. **NOTE:** Providing HealthTrust with an email address ensures that receipt requests reach you in the most efficient manner.

EMAIL CORRESPONDENCE TIPS ———

- Email requests for receipts contain an attached .pdf file with important instructions. Please ensure you have the ability to accept attachments at the email address HealthTrust has on file for you.
- A password is required to open the attachment. The password is the last four digits of your current Card number.
- If your email address changes, please let HealthTrust know immediately. If a receipt request is emailed to you and gets returned as undeliverable, it will not be emailed again. Instead, that request—and all future requests—will be sent via regular mail until your new email address is processed by HealthTrust.
- Please modify any SPAM filters your email system has in effect to allow emails from *BenefitCentralCardManagementSystem@bennycentral.com* to reach you.

Tax Tip: Although HealthTrust may not request your FSA-related purchase receipt(s), it is recommended that you keep all receipts with your other tax documents.

**Questions? Please call 800.527.5001
or email fsa@healthtrustnh.org.**

