From: Admin Info (ADM)
To: #ADM_All Admin Users; #MMB_Human Resources
Subject: Admin All Staff Announcement
Date: Wednesday, April 02, 2014 9:01:23 AM
Attachments: image003.png

Using the Benny Card

April 2, 2014

We provide the best value in government administrative services by emphasizing: **customer satisfaction**, **continuous improvement** and **employee engagement**.

All Admin Employees –

Using the Benny Card

What is it?

The Benny Card is a debit card that allows you to pay for eligible medical, dental, or vision expenses through the tax-free Medical/Dental Expense Account (MDEA) and/or the Health Reimbursement Arrangement (HRA). Using the card does not mean that all transactions are paperless. **The Internal Revenue Service (IRS) requires that ALL debit card transactions like the Benny Card be documented as eligible expenses.** Most transactions are verified automatically. However, some will require documentation from the participant as substantiation for a specific debit card transaction.

How to use it:

- Use your Benny Card like a debit card when paying for eligible expenses.
- Use it only for a current year's expense.
- Save all itemized receipts or Explanations of Benefits (EOBs) as documentation.
- The date the card is swiped is the date of the transaction. It may not correspond to the date service was provided.
- The card is limited by the amount in your MDEA and/or HRA.

If you receive a substantiation request from Eide Bailly:

You must submit the documentation via fax, U.S. mail, mobile app, or online to Eide Bailly.

- If you do not provide the substantiation in a timely manner:
- Your debit card will be turned off.
- Your debit card transaction will be considered a collectible debt. If the amount is under $25, this amount will be included on your W2

form as taxable income. If the amount is $25 or greater, this amount will be reclaimed through the Department of Revenue's Revenue Recapture system. This means that if you receive a state tax refund or property tax refund, your debt will be deducted from that refund.

If you have questions, contact Eide Bailly at 612-253-6633 or 1-800-300-1672. You can also call the Employee Insurance Division for help at 651-355-0100

Department of Administration
Spencer Cronk, Commissioner
651.201.2555 (Phone)
1.800.627.3529 (MN Relay Service)
www.admin.state.mn.us
admin.info@state.mn.us

Supervisors, please share this message with employees without computers/internet access.