

Benefits Handbook Date January 1, 2017

# **Health Care Flexible Spending Account**

Marsh & McLennan Companies



# Health Care Flexible Spending Account

*The Health Care Flexible Spending Account (Plan) allows you to put aside money before taxes are withheld so that you can pay for eligible medical, dental and vision expenses that are not reimbursed by any other coverage you and your qualifying family members have*

## A Note about ERISA

The Employee Retirement Income Security Act of 1974 (ERISA) is a federal law that governs many employer-sponsored plans including this one. Your ERISA rights in connection with this Plan are detailed in the *Administrative Information* section.

## SPD and Plan Document

This section provides a summary of the Health Care Flexible Spending Account Plan (Plan) as of January 1, 2017.

This section, together with the *Administrative Information* section and the applicable section about participation, forms the Summary Plan Description and plan document of the Plan.

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## The Plan at a Glance

Plan Feature	Highlights
<b>How the Plan Works</b>	<ul style="list-style-type: none"> <li>▪ You may contribute to the Plan through payroll deductions on a before-tax basis.</li> <li>▪ When you have reimbursable health care expenses, you can receive your money back tax-free, up to the amount that you elect to contribute for the year and any carryover amount.</li> </ul>
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>▪ You are eligible if you are an employee classified on payroll as a US regular employee of Marsh &amp; McLennan Companies and any subsidiary or affiliate of Marsh &amp; McLennan Companies (other than Marsh &amp; McLennan Agency LLC and any of its subsidiaries (MMA) and Mercer PeoplePro).</li> <li>▪ You are eligible if you are an employee classified on payroll as a US regular employee of Marsh &amp; McLennan Agency LLC – Corporate (MMA-Corporate), Marsh &amp; McLennan Agency LLC – Alaska (MMA-Alaska), Marsh &amp; McLennan Agency LLC – Southwest (excluding MHBT Inc.) (MMA-Southwest), Marsh &amp; McLennan Agency LLC – Northeast (MMA-Northeast), or Security Insurance Services.</li> <li>▪ See “Participating in the Plan” on page 3 for details.</li> </ul>
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>▪ You are eligible to enroll:               <ul style="list-style-type: none"> <li>– within 30 days of the date you become eligible</li> <li>– during Annual Enrollment.</li> </ul> </li> <li>▪ You must elect to participate each PLAN YEAR in order to participate in the Health Care Flexible Spending Account.</li> <li>▪ You are not eligible for this plan if you enroll in the Marsh &amp; McLennan Companies Health Savings Account.</li> </ul>
<b>Contributions</b>	<ul style="list-style-type: none"> <li>▪ You can contribute between \$120 and \$2,550 per plan year.</li> </ul>
<b>Reimbursements</b>	<ul style="list-style-type: none"> <li>▪ In general, the Plan will reimburse:               <ul style="list-style-type: none"> <li>– eligible health care expenses that are not covered by another plan, including copayments, deductibles, coinsurance and costs after your dental, vision or medical plan paid a benefit,</li> <li>– that generally would be qualified medical expenses under federal tax law, and</li> <li>– that are INCURRED in the plan year for which you make contributions.</li> </ul> </li> </ul>
<b>Unused Contributions</b>	<ul style="list-style-type: none"> <li>▪ Up to a maximum balance of \$500 will be carried over for eligible expenses incurred in the next plan year.</li> <li>▪ Any account balance over \$500 will be forfeited after the CLAIMS FILING DEADLINE of March 31 following the plan year.</li> <li>▪ You have until March 31 of the following year to submit claims for reimbursement of eligible expenses you incur during the plan year.</li> </ul>

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<b>Plan Feature</b>	<b>Highlights</b>
<b>Contact Information</b>	For more information, contact: Trion Spending Account Service Center (Claims Administrator) 2300 Renaissance Boulevard King of Prussia, PA 19406 Phone: +1 866 324 4087 Fax: +1 888 788 1928 Website: <a href="http://trion.lh1ondemand.com">http://trion.lh1ondemand.com</a> Marsh & McLennan Companies does not administer this plan. Trion's Flexible Spending Account decisions are final and binding.

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## Participating in the Plan

You are eligible to participate in the Health Care Flexible Spending Account if you meet the eligibility requirements described in the *Participating in Spending Accounts* section.

If you participate in this plan, or are covered by another health care flexible spending account (e.g., through your spouse's employer), you are not eligible for the Marsh & McLennan Companies Health Savings Account.

You can enroll in this plan even if you are not enrolled in any Company medical plan.

### ***My spouse contributes to a health savings account (HSA); can I participate in the Health Care Flexible Spending Account?***

Under IRS rules, your spouse will not be eligible to contribute to a health savings account if you participate in the Health Care Flexible Spending Account.

## Enrollment

To participate in this Plan, you must enroll for coverage. You may enroll:

- within 30 days of the date you become eligible to participate
- during Annual Enrollment
- within 30 days following a qualifying change in family status that makes you eligible to enroll.

You must enroll each PLAN YEAR in order to participate in the Health Care Flexible Spending Account.

Enrollment procedures are described in the *Participating in Spending Accounts* section.

## Contributions

### ***How do I decide how much to contribute?***

You select an amount to contribute for the PLAN YEAR. You can contribute between \$120 and \$2,550 per plan year.

Since you will forfeit amounts that exceed the \$500 carryover maximum that you do not use for expenses INCURRED by December 31 and you cannot change the contribution election once you make it (unless you have a qualified family status change), you should carefully estimate your expenses before deciding on an amount to contribute.

You cannot be reimbursed for services that are provided before your coverage begins or after your coverage ends except for reimbursements provided through carryover funds in a subsequent plan year, as described under "How the Plan Works" regarding the carryover feature.

Once you make your selection for the year, you cannot make any changes, unless you have a qualified family status change and then any changes must be due to, and consistent with, the qualified family status change.

If your projected expenses change during the year, you will not be able to change your contribution election unless you have a qualified family status change. For example, if your health care provider tells you during the year that you are no longer a candidate for the LASIK eye surgery for which you had been contributing to the Health Care Flexible Spending Account or is postponing a procedure to a subsequent year, you cannot reduce or stop your contributions.

***Does the Company contribute to my Health Care Flexible Spending Account?***

No, the Company does not make contributions to your account.

***What is the minimum amount I can contribute?***

You can contribute a minimum amount of \$120 per plan year to the Plan.

***What is the maximum amount I can contribute?***

You can contribute a maximum amount of \$2,550 per plan year to the Plan.

***My spouse or domestic partner contributes to his/her employer's health care flexible spending account; is there a limit to how much I can contribute to my Health Care Flexible Spending Account?***

You and your spouse or domestic partner are each limited to the maximum contribution allowed by your respective employer. You can submit a claim only once and only to one health care flexible spending account. If you and your spouse each contribute to a health care flexible spending account, you can only be reimbursed once for any eligible expense.

***My spouse or domestic partner and I both work for the Company; how much can we put in the Plan?***

You and your spouse or domestic partner can each contribute up to \$2,550 per plan year to this plan.

You can submit a claim only once and only to one health care flexible spending account. If you and your spouse each contribute to a health care flexible spending account, you can only be reimbursed once for any eligible expense.

***How are contributions credited to my account?***

Your contributions will be deducted on a before-tax basis each pay period and will be credited to your account. The total amount elected for the plan year is available for reimbursement at the start of the year, regardless of your contributions at the time of reimbursement.

***When will contributions start to come out of my paycheck?***

When you first enroll as a newly eligible employee or as a result of a qualified family status change, your contributions will begin in the next available pay period after your enrollment is processed.

If you enroll during the Annual Enrollment period, your contributions will begin with the first pay period of the new plan year.

***Can I transfer contributions between my Dependent Care and Health Care Flexible Spending Accounts?***

No, the IRS requires that this Plan and the Dependent Care Flexible Spending Account remain separate. You cannot transfer money between accounts or use money in one account to pay expenses related to the other account.

***What happens to contributions in my Health Care Flexible Spending Account that I haven't used by the end of the plan year?***

The Plan allows a maximum of \$500 of your Health Care Flexible Spending Account balance to be carried over into the next plan year. In accordance with IRS rules, you will forfeit any account balance over \$500 that is not used to pay eligible expenses incurred between January 1 and December 31 of the plan year if they are not submitted by March 31.

**Example:** If you have a \$600 balance in your Health Care Flexible Spending Account on December 31, 2017, \$500 of the \$600 balance will be carried over for you to use in 2018. The remaining \$100 of the \$600 balance will be forfeited unless you submit by March 31, 2018 claims for eligible expenses incurred in 2017 to use the \$100 balance.

If your participation ends during the plan year, you will not be reimbursed for expenses incurred after the date your participation ends (for example, after your employment ends, unless you continue participation through COBRA). You will, however, have until March 31 of the following plan year to submit for reimbursement eligible expenses you incurred during the plan year while you were participating.

If you were participating in the HEALTH FSA solely from the prior plan year's carryover funds, you are not eligible to continue participation through COBRA. You will, however, have until March 31 of the following plan year to submit reimbursement for eligible expenses you incurred during the plan year while you were participating.

**Taxes**

See the *Participating in Spending Accounts* section for more information about taxes.

**How the Plan Works**

You may contribute to the Plan through payroll deductions on a before-tax basis. When you have reimbursable health care expenses, you can receive your money back tax-



free, up to the amount you elect to contribute for the year. You are reimbursed for eligible expenses that are not covered by another plan.

You contribute to the Health Care Flexible Spending Account over a 12-month PLAN YEAR, from January 1 to December 31 (or fewer months, if you start or stop participating during the plan year as the result of a qualified family status change). You may use your Health Care Flexible Spending Account to pay for eligible expenses INCURRED during the plan year. You have until March 31 of the following plan year to submit for reimbursement eligible expenses you incurred during the plan year.

The Plan allows a maximum of \$500 of your Health Care Flexible Spending Account balance to be carried over into the next plan year to be used for eligible expenses. **In accordance with IRS rules, you will forfeit any amount that exceeds the maximum \$500 carryover amount that is not used to pay eligible expenses incurred by December 31 (and submitted by March 31).**

**Example:** You can use your 2017 Health Care Flexible Spending Account to be reimbursed for eligible expenses incurred between January 1 and December 31, 2017 (the plan year). You must submit claims for those expenses no later than March 31, 2018. If you have a \$600 balance in your Health Care Flexible Spending Account on December 31, 2017, \$500 of the \$600 balance will be carried over for you to use in 2018. The remaining \$100 of the \$600 balance will be forfeited unless you submit by March 31, 2018 claims for eligible expenses incurred in 2017 to use the \$100 balance.

For examples of IRC Section 213 qualified medical expenses, see IRS Publication 502, which is available at [www.irs.gov](http://www.irs.gov) or by calling the IRS at +1 800 829 3676. Note that certain items listed in Publication 502 may not qualify for Health Care Flexible Spending Account reimbursement, such as premiums for dental or vision insurance (see “Examples of Eligible Expenses” on page 14 and “Examples of Ineligible Expenses” on page 16 for more information). You may also contact the Claims Administrator, for information about reimbursable qualified medical expenses.

## Reimbursements

In general, the Plan will reimburse:

- eligible health care expenses that are not covered by another plan, including copayments, deductibles, coinsurance and costs after your dental, vision or medical plan paid a benefit,
- that generally would be qualified medical expenses under federal tax law, and
- that are INCURRED in the PLAN YEAR for which you make contributions

For examples of IRC Section 213 qualified medical expenses, see IRS Publication 502, which is available at [www.irs.gov](http://www.irs.gov) or by calling the IRS at +1 800 829 3676. Note that certain items listed in Publication 502 may not qualify for Health Care Flexible Spending Account reimbursement, such as premiums for dental or vision insurance. You may also

contact the Claims Administrator, for information about reimbursable qualified medical expenses.

### ***Who are the qualifying family members whose expenses may be reimbursed?***

According to the IRS, a qualifying family member includes any person who qualifies for tax-free health plan benefits, including any of the following individuals:

- your spouse
- a person for whom you can claim an exemption on your federal taxes
- a person who meets all of the following criteria:
  - is your child (by birth or adoption), stepchild or foster child; your sibling or, step-sibling; or the descendant of your child, stepchild, foster child or sibling
  - lives with you for more than half the year
  - doesn't provide more than half his or her own support for the year
  - is under the age of 27
  - is either a US citizen, national, or resident; a resident of Canada or Mexico; or a child being adopted by a US citizen or national who shares that individual's home as a member of the household.
- another person (e.g., relative, domestic partner, same-sex spouse) who meets all of the following criteria:
  - receives more than half of his or her support from you during the calendar year
  - can't be claimed as anyone's "qualifying child" dependent
  - is your relative or, if the person is not your relative, he or she must live with you for the entire calendar year as a member of your household (except for temporary reasons such as vacation, military service or education) and the relationship cannot be in violation of local law
  - is either a US citizen, national, or resident; a resident of Canada or Mexico; or a child being adopted by a US citizen or national who shares that individual's home as a member of the household.

You can be reimbursed for eligible expenses for you, your spouse or your qualifying family members.

Unless your domestic partner or his or her children qualify for tax-free health plan benefits (as described above), the federal government does not permit you to use health care flexible spending accounts for eligible expenses incurred by your domestic partner or his or her children.

## ***How do I get Health Care Flexible Spending Account reimbursements?***

There are several ways for you to be reimbursed for eligible Health Care Flexible Spending Account expenses:

- you can use the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> at point of service for eligible expenses without needing to submit claims. When you use the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> at a qualifying provider, the funds are automatically deducted from your Health Care Flexible Spending Account for payment. Using the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> reduces out-of-pocket payments and paperwork, as well as the need to wait for reimbursement checks; or
- you can submit a claim for reimbursement either online at the Spending Account Service Center, mobile app (Spending Account Mobile Center for your Android or iPhone, also compatible with iPad<sup>®</sup> and iPod touch<sup>®</sup>), by fax at +1 888 788 1928 or by mail.
  - Please note that eligible expenses at a provider who is not a qualifying provider cannot be reimbursed using the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup>. Instead, you must submit a claim for reimbursement.

### **Claims Submission by Mail:**

Spending Account Service Center  
FSA Claims Processing  
2300 Renaissance Boulevard  
King of Prussia, PA 19406

## ***What is the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup>?***

The Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> is a special-purpose MasterCard<sup>®</sup> that gives you a way to pay for eligible expenses without needing to submit claims. The Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> lets you electronically access the amount you elected to contribute to your Health Care Flexible Spending Account at qualifying providers.

Trion will provide two (2) Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup>, which will be loaded with your Health Care Flexible Spending Account election. Additional or replacement cards are available for a \$10.00 fee (come in packages of 2 cards) charged directly to your account. If you participate in more than one account, the fee would be charged first to your Health Care Flexible Spending Account, then your Dependent Care Flexible Spending Account.

## ***How does the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> work?***

The Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup> works like a debit card, with your account balance stored on it. When you use the Benny<sup>®</sup> Prepaid MasterCard<sup>®</sup>, the amount of the eligible expenses will be deducted automatically from your Health Care Flexible Spending Account and payment will be electronically transferred to the provider/merchant. There are no monthly bills and no interest. The total amount you elected for the plan year is

available for reimbursement at the start of the year, regardless of your contributions at the time of reimbursement.

### ***Who issues the reimbursements?***

Reimbursements are issued by the Claims Administrator. You can submit your eligible expenses for reimbursement at any time after you incur the expense, provided that you submit your claim for reimbursement before the claims submission deadline of March 31 of the following plan year.

### ***Where can I get a Health Care Flexible Spending Account Claim Form?***

Forms can be found on Colleague Connect. You can download the Health Care Flexible Spending Account Claim Form by going to Colleague Connect (<https://colleagueconnect.mmc.com>). Click **Career & Rewards** and select **Career & Rewards Forms/Documents** under Resources and then click **Flexible Spending Accounts**.

Forms can also be found on the Claims Administrator's website or be requested from the Claims Administrator by calling +1 866 324 4087.

### ***How is the reimbursement paid from my account?***

For eligible expenses that are not reimbursed by using the Benny® Prepaid MasterCard®, such as eligible expenses at a provider who is not a qualifying provider, you must submit a claim for reimbursement. The Claims Administrator will reimburse eligible expenses directly to you from your Health Care Flexible Spending Account. The Claims Administrator will do one of the following:

- deposit your reimbursement amount directly into your checking or savings account. To establish direct deposit of your reimbursement, you will need to provide your direct deposit information to the Claims Administrator by completing a Direct Deposit Authorization Form, accessible online through the Trion Spending Account Service Center.
- send your check to your home address if you do not have direct deposit on file with the Claims Administrator.

Your first reimbursement may be paid by check while the Claims Administrator authenticates your bank information for direct deposit.

### ***How long does it take for claims to be processed?***

Reimbursements are processed within three to four business days of the Claims Administrator's receipt of the completed claim form and required documentation.

***Do I need a minimum amount of expenses before I can be reimbursed?***

No. There is no minimum amount of expenses when submitting a claim for reimbursement.

***How much can I be reimbursed?***

The total amount elected for the plan year and any carryover amount is available for reimbursement at the start of the year, regardless of your contributions at the time of reimbursement. You can be reimbursed up to your account balance, which is the total amount you elected for the plan year minus the amount you have already been reimbursed.

***What if the amount of my expense is more than I currently have in my account?***

Eligible expenses are reimbursed from your account balance, which is the total amount you elected for the plan year minus the amount you have already been reimbursed.

***Can I be reimbursed before I pay my provider?***

Yes, but you must submit documentation confirming that services were rendered including dates of service, services rendered and your cost for these services (such as an itemized statement from your provider or an EXPLANATION OF BENEFITS from the insurer) before you can be reimbursed for eligible expenses.

***Can I be reimbursed for expenses incurred before participation in the Plan?***

No, expenses incurred before your participation begins cannot be reimbursed.

***How often can I request reimbursement?***

You can submit your expenses for reimbursement as often as you would like, provided that you submit your claim for reimbursement before the claims submission deadline of March 31 of the following plan year.

***Can I carryover any 2017 plan year Health Care Flexible Spending Account balance?***

Yes, the carryover feature for the 2017 plan year will allow a maximum balance of \$500 to be carried over from your Health Care Flexible Spending Account for use in the 2018 plan year.

***How does the carryover work?***

Any claims for eligible expenses INCURRED in 2017 that are submitted between January 1, 2018 and March 31, 2018 will be reimbursed from your 2017 balance. After March 31, 2018, any 2017 balance over \$500 will be forfeited. Up to \$500 of your 2017 account balance will be available on January 1, 2018 for eligible expenses INCURRED in 2018.

For example:

- In November 2017, you elect to contribute \$2,500 to a 2018 HEALTH FSA.
- On December 31, 2017, you have a balance of \$800 in your Health FSA.
- In March 2018, during the RUN-OUT PERIOD, you submit a claim for \$350 for eligible expenses INCURRED in 2017.
  - Your 2017 Health FSA balance is reduced to \$450 (\$800 minus \$350).
- If no other 2017 claims are submitted by March 31, 2018, the \$450 balance will be carried over to your 2018 Health FSA.
- You have \$2,950 available for reimbursement in 2018 (\$2,500 plus \$450).
- You incur \$2,700 in eligible expenses on July 15, 2018 and submit a claim for reimbursement.
- You are reimbursed for the \$2,700 claim (\$2,500 from your 2018 Health FSA plus \$200 from your 2017 balance that was carried over).
  - Your 2018 balance is now reduced to \$250 (\$2,950 minus \$2,700).
- If no other 2018 claims are submitted by March 31, 2019, your \$250 Health FSA balance will be carried over to 2019.

***Does the carryover impact the amount I may contribute to the Health Care Flexible Spending Account in subsequent years?***

No. The carryover of up to \$500 does not affect the maximum amount of contributions that you may contribute to your Health FSA. You may contribute up to the maximum amount each year, regardless of whether any amount is carried over from the prior year. The maximum contribution amount for 2017 is \$2,550.

***Which plan terms apply to my carryover funds if I elect to contribute to a Health FSA for 2017 and have a 2016 balance that is carried over?***

The 2016 carryover funds are subject to the plan terms of the HEALTH FSA applicable to you as a result of your medical plan and Trion Health Savings Account elections for 2017, as shown in the chart below:

<b>2017 Medical Coverage and HSA Elections</b>	<b>Applicable Plan Terms</b>
<b><i>\$400 Deductible Plan</i></b>	Health Care Flexible Spending Account
<b><i>\$900 Deductible Plan</i></b>	Health Care Flexible Spending Account
<b><i>\$1,500 Deductible Plan with Health Savings Account</i></b>	Limited Purpose Health Care Flexible Spending Account
<b><i>\$1,500 Deductible Plan without Health Savings</i></b>	Health Care Flexible Spending Account

<b>2017 Medical Coverage and HSA Elections</b>	<b>Applicable Plan Terms</b>
<b>Account</b>	
<b><i>\$2,850 Deductible Plan with Health Savings Account</i></b>	Limited Purpose Health Care Flexible Spending Account
<b><i>\$2,850 Deductible Plan without Health Savings Account</i></b>	Health Care Flexible Spending Account
<b><i>MMC Medical Coverage Waived</i></b>	Health Care Flexible Spending Account

### ***Do I have to elect to contribute to a Health FSA in the following year for the carryover funds?***

No. If you do not elect a HEALTH FSA in the following year, a HEALTH FSA will be established for you for the carryover funds.

### ***What type of Health FSA will be established for me if I don't elect to contribute to a Health FSA in 2017 and have a 2016 balance?***

The type of HEALTH FSA established for you depends solely on your 2017 medical coverage election, as shown in the chart below:

<b>If you Do Not elect a Health FSA for 2017 and have a 2016 balance</b>	
<b>2017 Medical Coverage Election</b>	<b>Health FSA Established for 2017</b>
<b><i>\$400 Deductible Plan</i></b>	Health Care Flexible Spending Account
<b><i>\$900 Deductible Plan</i></b>	Health Care Flexible Spending Account
<b><i>\$1,500 Deductible Plan</i></b>	Limited Purpose Health Care Flexible Spending Account
<b><i>\$2,850 Deductible Plan</i></b>	Limited Purpose Health Care Flexible Spending Account
<b><i>MMC Medical Coverage Waived</i></b>	Limited Purpose Health Care Flexible Spending Account

### ***What is the deadline for using the carryover funds?***

You have until December 31 of the plan year into which funds are carried over to incur eligible expenses. The deadline to submit claims is March 31 of the following year.

For example, \$500 is carried over from 2016 to your 2017 Health FSA. You have all of 2017 to incur expenses and submit claims against any 2017 election amount plus the 2016 carryover funds. You then have until March 31, 2018 to submit claims for reimbursement for claims incurred in 2017.

### ***Does the carryover affect my eligibility to contribute to a Health Savings Account?***

No. Your eligibility to contribute to a Health Savings Account is not impacted by the carryover feature, and you can contribute to a Health Savings Account starting on

January 1, as long as you meet the eligibility requirements. Please note that if you are covered by a Health Care Flexible Spending Account, you are not eligible to contribute to a Health Savings Account.

***If my participation ends during the year, can I be reimbursed for expenses incurred after my participation ends?***

If your participation ends during the year, you will not be reimbursed for expenses incurred after the date your participation ends (for example, after your employment ends, unless you continue participation through COBRA). You will, however, have until March 31 of the following plan year to submit for reimbursement eligible expenses you incurred during the plan year while you were participating.

If you were participating in the Health FSA solely from the prior plan year's carryover funds, you are not eligible to continue participation through COBRA. You will, however, have until March 31 of the following plan year to submit reimbursement for eligible expenses you incurred during the plan year while you were participating.

***What happens to my Health Care Flexible Spending Account when I am on an authorized unpaid leave of absence?***

Your before-tax contributions cease. (In some circumstances, COBRA participation may be available.)

Upon return to work, your before-tax contributions will resume. The amount of your before-tax contributions will be recalculated for the remainder of the year to "catch-up" for your missed contributions while on leave. The balance of your annual election will be divided by your remaining pay dates, spreading the balance over the remaining pay periods through the end of the year. This will increase your per pay period contribution upon return from your authorized unpaid leave.

For example, suppose your annual election to the Health Care Flexible Spending Account is \$1,200 and you are on an authorized unpaid leave from July 1 through November 1. You will have contributed \$600 before you began leave and your contributions will stop while you are on leave. When you return to work, the remaining \$600 of your annual election will be spread out over the November and December pay periods. You can submit claims for reimbursement for any eligible expenses you incur while on an authorized unpaid leave.

***How do I appeal a benefit determination or denied claim?***

There are special rules, procedures and deadlines that apply to appeals of benefit determinations and denied claims and you have special legal rights under ERISA. Please refer to the *Administrative Information* section for a description of the appeal process.

***How can I get a copy of IRS Publication 502?***

Go to [www.irs.gov](http://www.irs.gov) and enter "502" in the "Search" box for more information about IRC Section 213 qualified medical expenses. Note that certain items listed in Publication 502



may not qualify for Health Care Flexible Spending Account reimbursement, such as premiums for dental or vision insurance (see “Examples of Eligible Expenses” on page 14 and “Examples of Ineligible Expenses” on page 16 for more information).

You may also contact the Claims Administrator for information about reimbursable qualified medical expenses.

## Examples of Eligible Expenses

Expenses reimbursed by the Plan include:

- medical services provided by medical practitioners and that are not covered by another plan
- charges for medically necessary services not covered by another plan, including but not limited to the following:
  - deductibles
  - out-of-pocket expenses
  - copayments
  - coinsurance
  - charges exceeding reasonable and customary amounts
  - charges exceeding plan limits
  - prescription drug charges
  - other non-covered charges
  - all medically necessary prescription drugs and certain other prescription drugs permitted by the IRS (e.g., contraceptives and pre-natal vitamins)
  - eye exams, glasses (frames and lenses), contact lenses and solutions for contact lenses, lubricant eye drops, eye patches and reading glasses
  - LASIK eye surgery
  - dental implants
  - dental treatment, routine dental care (cleaning, X-rays, fillings, etc.), and over-the-counter products such as denture adhesive, temporary filling and temporary relief (if accompanied by a Letter of Medical Necessity)
  - orthodontia (braces)
  - mouth guards
  - hearing exams, hearing aids

- cost differences between semi-private and private hospital rooms
- cost for special medical equipment installed in your home, or for home improvements for purposes of medical care, e.g., ramps, support bars, railings, etc. (if accompanied by a Letter of Medical Necessity)
- fees for special schools on the recommendation of a physician, including schools for the mentally impaired, physically disabled or individuals with severe learning disabilities
- transportation (amounts paid for travel primarily for, and essential to, medical care)
- personal use items if primarily used to prevent or alleviate a physical or mental defect or illness, e.g., Braille books, hearing aids
- private nursing services rendered in your home or elsewhere
- smoking cessation programs
- weight loss programs (if you have a letter from your treating physician indicating medical necessity)
- periodic health evaluations, including tests and diagnostic procedures ordered in connection with routine examinations, such as annual physicals
- routine prenatal and well-child care
- flu shots (if not covered by the Marsh & McLennan Companies \$1,500 Deductible Plan, \$2,850 Deductible Plan, or any other plan)
- vaccinations
- child and adult immunizations
- screenings for conditions such as:
  - cancer
  - heart and vascular diseases
  - infectious diseases
  - mental health conditions
  - substance abuse
  - metabolic, nutritional, and endocrine conditions
  - musculoskeletal disorders
  - obstetric and gynecological conditions

- pediatric conditions
- vision and hearing disorders
- preventive over-the-counter expenses, such as:
  - home diagnostic tests or kits for blood pressure, cholesterol screening, diabetes (e.g., glucose monitor), colorectal, HIV
  - smoking-cessation relief, such as patches and gum
  - pre-natal vitamins.

For examples of IRC Section 213 qualified medical expenses, see IRS Publication 502, which is available at [www.irs.gov](http://www.irs.gov) or by calling the IRS at +1 800 829 3676. Note that certain items listed in Publication 502 may not qualify for Health Care Flexible Spending Account reimbursement, such as premiums for dental or vision insurance. You may also contact the Claims Administrator for information about reimbursable qualified medical expenses.

## Examples of Ineligible Expenses

You cannot be reimbursed for certain health care expenses, such as:

- certain over-the-counter non-prescription medicines, such as allergy and cold medications, aspirin and antacids, unless you have a prescription
- contributions to other employer-sponsored dental, vision or medical plans, including plans sponsored by your spouse's employer (contributions to the Company's dental, vision and medical plans are already made on a before-tax basis)
- premiums paid for any health care plan, including COBRA, Medicare, and plans sponsored by your spouse's employer
- costs you deduct as health care expenses on your federal income tax return
- expenses not eligible to be deducted under federal tax law
- expenses reimbursed by any other health plan
- health/gym/fitness club fees (unless you have a letter from your treating physician indicating medical necessity)
- elective cosmetic surgery, electrolysis, hair removal or transplants, liposuction, etc.
- vitamins and other dietary supplements, toiletries and cosmetics that are not medically necessary
- medications purchased merely to maintain your or your family's health

- prescription drugs that are not medically necessary and not permitted by the IRS (such as Rogaine)
- cosmetic dental work (including bleaching, bonding and veneers)
- undocumented travel to or from your physician's office or other medical facility
- weight loss programs (unless you have a letter from your treating physician indicating medical necessity)
- long-term care premiums and services

## About Your Account

### ***How can I find out my unused account balance and other account information?***

You can access Trion's online website, <https://trion.lh1ondemand.com>, the Spending Account Service Center, 24 hours a day, 7 days a week. The Spending Account Service Center provides you with helpful tools and information such as:

- account elections and balances, year-to-date deposits, submitted/paid claims and issued reimbursements,
- online claim submission,
- direct deposit form, claim forms, and eligible expenses listings.

### ***When will I receive my account statement?***

A statement showing your account activity will be issued twice per year, in October and December, and with each reimbursement check. Note: if you do not have an account balance at the time the statement is issued, you will not receive an account statement.

### ***What information can I find on my account statement?***

You will find the following:

- annual election
- your balance as of the statement date
- year to date reimbursements
- CLAIMS FILING DEADLINE.

### ***Do I earn interest on my account?***

No, your account does not earn interest.

## Glossary

### CLAIMS FILING DEADLINE

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The claims filing deadline is March 31 following the end of the plan year. For example, for the 2017 plan year, your eligible expenses must be incurred no later than December 31, 2017 and must be submitted to the Claims Administrator by March 31, 2018 (the claims filing deadline).

### EXPLANATION OF BENEFITS

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An Explanation of Benefits is a statement that the Claims Administrator sends to you after you, one of your covered family members or your health care provider files a claim for benefits. The Explanation of Benefits shows the charges that were submitted, the amount paid and not paid, if any, and the amount you may need to pay, if any.

### HEALTH FSA

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A spending account that reimburses health care expenses, such as the Health Care Flexible Spending Account and the Limited Purpose Health Care Flexible Spending Account.

### INCURRED

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Expenses are treated as having been incurred when the care or service is provided, not when you are billed or pay for it.

### PLAN YEAR

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The plan year is January 1 through December 31.

### RUN-OUT PERIOD

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The run-out period is the time period allowed after the end of the plan year during which you can submit claims for reimbursement of eligible expenses incurred during the plan year. The run-out period for the 2017 plan year is January 1, 2018 through March 31, 2018.