

Company Name: _____

Flexible Benefit Plan

Employee Terminations

- In order to stop Flexible Spending Account deposits and prevent overpayment to terminated employees, please provide the following information **AS SOON AS POSSIBLE** after an employee terminates employment from your company.
- In order to accurately report your company Summary Ledger and Forfeiture Reports, BRI must make sure the Year-To-Date FSA deductions in our FSA system match the amount you have payroll deducted. Make sure you complete the YTD FSA Deduction Column.

<i>Employee Name</i>	<i>Social Security Number</i>	<i>Termination Date</i>	<i>Final FSA Deduction Date</i>	<i>YTD FSA deductions</i>

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Please mail, phone or fax to your account administrator at:

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Tulsa, OK 74137-2805
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