

## SAMPLE SEPARATION NOTICE – REVOCABLE HEALTH CARE BENEFIT

Because you are no longer employed with [EMPLOYER NAME], any unused portion of your Revocable Expenditure will remain available for ninety days after the last date of employment. You can still visit providers and receive covered health care during those 90 days. After the expiration date of the funds, you have an additional ninety days to submit receipts for those funds.

<u>Date of Notice:</u>		3/2/2016 <sup>i</sup>	
<u>Date of Separation</u>		3/1/2016	
<u>Employer Name:</u>	Company LLC		
<u>Employee Name:</u>	Rosie Smith		
<u>Employee Address:</u>	123 Four Way, Five, OH, 55555		
<b>Account Summary<sup>ii</sup>:</b>			
Date of Contribution	Expiration Date of Funds <sup>iii</sup>	Amount	Calendar Quarter
10/30/15	5/30/2016	\$670.36	Quarter 3, July – September 2015
1/31/16	5/30/2016	\$248.00	Quarter 4, October – December 2015
		\$918.36	Current Balance
<b>Use of Funds<sup>iv</sup>:</b>			
This revocable accounts reimburses employee and their dependent for vision and dental costs.			
<b>Your reimbursement account is being administered by:</b>			
<u>Name:</u>	Company LLC		
<u>Address:</u>	1098 Seventh Street, Old Towne, MI 33333		
<u>Phone:</u>	(800) 777-8888		
	Betty Locker, HR Administrator		

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<sup>i</sup> An employee who separates from employment with any amount of unused Revocable Expenditures must receive a written notice within three business days following the separation.

<sup>iii</sup> The notice must include the date on which the benefit will be revoked. When an employee separates from employment, any unused portion of a Revocable Expenditure must remain available for at least ninety days after the date of separation. An employee has an additional ninety days to submit receipts for those funds.

<sup>iv</sup> There must include a summary of how the benefit may be used, including types of health care services available.