

IAFF MEDICAL EXPENSE REIMBURSEMENT PLAN
Administered by Vimly Benefit Solutions, Inc.
PO Box 6 • Mukilteo, WA 98275
P: 425-367-0743 • F: 866-676-1530 • E: iaff-merp@vimly.com

2023 Annual Verification of Medical/Dental/Vision Premiums/ Reimbursement

January 10, 2023

Re: **2023 Annual Verification Procedures**

Dear Plan Participant:

Our records indicate you are either receiving benefits or are eligible to receive benefits under the Medical Expense Reimbursement Plan of the IAFF Employee Benefit Trust. You are receiving this letter as a reminder that you have the option to set up a “recurring claim” for medical, dental and vision premium reimbursement. “Recurring claim” means that you are requesting reimbursement of the same amount of your insurance premiums every month. In this circumstance, you can submit documentation showing your payment of a particular premium amount monthly for that year, and the Trust will automatically send you the “recurring claim” amount every month as reimbursement of those monthly premiums for one year, i.e., you don’t have to send in your documentation and claim each month.

In order to receive payment for the 2023 calendar year, you need to complete and sign the enclosed **Medical Expense or Premium Reimbursement Claim Form** (information on page 2 is for recurring premiums) and attach **2023** supporting documentation showing the amount that you are paying for the claimed premiums monthly. Send the claim form and documentation to the Trust Office via the address, email or web portal noted in this letter.

Full documentation consists of documents showing the following information:

- Type of health care insurance (e.g., medical, dental, vision, or long-term care)
- Proof of the beneficiary’s payment of the premiums (e.g., canceled checks drawn to the name of the insurance provider, receipt for payment from the insurance provider, pension statement showing deduction of premiums)
- Date of insurance coverage (date of coverage must be in **2023**)

You need to submit a new claim form and documentation annually regardless of whether the information has changed. Many premiums change annually and the Trust Office must collect new documentation annually to verify that the Plan is reimbursing the correct amount. ***Claim forms and full documentation must be received by the Trust Office no later than **March 15, 2023**, or your recurring premium reimbursement payment will be suspended until full documentation is received.***

If you have other medical, dental or vision expenses that you would like to submit for reimbursement, please fill out the table on page 1 of the claim form and attach your supporting

documentation for those expenses. **Please keep in mind that claims for medical expenses paid in 2022 must be postmarked by March 31, 2023.**

Should you have any questions please do not hesitate to contact us at 425-367-0743 or wscffmerp@vimly.com.

Trust Office, IAFF Employee Benefit Trust