



MERP/HRA Groups (Non Debit Card HRAs)

Following are descriptions of what is needed to either set up or takeover MERP Administration:

New Plan Set Up:

1. Employer Application
2. Employee Application
3. Schedule of benefits

Take Over MERP/HRA Administration:

1. Employer Application
2. Copies of employee applications or a report from prior administrator indicating the employee and dependent name's, dates of birth, address and SSN.
3. Schedule of Benefits
4. Prior claims history
5. Copy of the plan document.