



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217

Phone (210) 407-0187, Fax (210) 804-7014

To: 2012 Flexible Spending Participants

From: Employee Benefits

Re: New FSA Administrator

This letter is to notify you that NEISD will be changing Flexible Spending Account administrators from MGM to National Benefits Services effective 1/1/2012.

This change will have no impact on how the plan operates in terms of yearly maximums or monthly deductions, nor will it affect any elections you've made for the upcoming plan year.

Important: You should have received two (2) new debit cards in the mail as well as updated information concerning how to file claims, etc.

Please Note: You will still have the same 90 day grace period that will run from January 1, 2012 until March 31, 2012 to file any claims that were incurred during the 2011 plan year. However, you will need to send those claim forms directly to the new plan administrator at the following address:

Mail: National Benefit Services, LLC, P.O. Box 6980, West Jordan, UT 84084

Fax: Toll Free Fax: (800) 478-1528

Email: claims@NBSbenefits.com (PDF, TIFF, or JPG files only)

If you have any questions please contact Highlander Financial Services at 800-992-9642.