

# CONTRIBUTION BASED FUNDING HANDOUT

The Contribution Based Funding arrangement is a method where the employer sends employee contributions that have been withheld from the participants' pay checks to Mercer Marketplace. With this funding method, a reserve is required to ensure there are adequate funds at the beginning of the plan year to reimburse participants. Mercer Marketplace will email an invoice requesting the reserve funds prior to plan setup; this reserve is in addition to the scheduled payroll contributions. **Note:** Plan setup will not begin until reserve funds are received and processed. An ACH for the reserve is recommended.

**\*Important\***

Additional funds will be requested, as applicable throughout the plan year, if the account balance funds are not sufficient to reimburse claims. If additional funds are not received in a timely manner, debit card usage (if applicable) and claim reimbursements will be placed on hold. Once funds are received, debit cards will return to an active status and claim reimbursements will resume.

**+ METHODS FOR CONTRIBUTION SUBMISSION**

The payroll contributions may be sent to Mercer Marketplace by utilizing one of the following methods:

**ACH (Preferred Method):**

The employer may ACH the total funds reflected on the Contribution File to Mercer Marketplace.

Bank Name/Address	Bell Bank 3100 13 <sup>th</sup> Ave South Fargo ND, 58103
ABA Number	091310521
Account Number	600033211
Name on Account	WEX Health, Inc. (Mercer Marketplace)
Message	<insert employer name and/or division> <insert payroll dates funds are intended for> or <insert benefit name and reserve funding>

**Wire:**

The employer may wire the total funds reflected on the Contribution File to Mercer Marketplace.

Bank Name/Address	Bell Bank 3100 13 <sup>th</sup> Ave South Fargo ND 58103
ABA Number	091310521
Credit	BB of Fargo #600033211
Beneficiary	WEX Health, Inc. in COOP with Mercer Marketplace
Further Credit to:	<Insert employer name and/or division> <insert payroll dates funds are intended for> or <insert benefit name and reserve funding>

**Note:** Checks could be accepted, though this is not the preferred or most efficient method. Mailing times could delay fund posting and/or claim reimbursements.