STERLING ADMINISTRATION

P.O. Box 71107
Oakland, CA 94612

1.800.617.4729
1.888.410.7361
www.sterlingadministration.com

WE MAKE THE COMPLEX SIMPLE

HRA ENROLLMENT FORM

EMPLOYEE INFORMATION *(PLEASE PRINT CLEARLY)*

Employer Name: _____

Employee's First Name: _____ M.I. _____ Last Name: _____

Social Security #: _____ Date of Birth: _____

Employee's Home Address: _____ City: _____

State: _____ Zip: _____ Employee's Home Phone: _____

Email: _____

☐ Male ☐ Female **Type of Coverage:** ☐ Single ☐ Employee & Spouse ☐ Employee & Child(ren) ☐ Family

DEPENDENT INFORMATION

FIRST NAME	LAST NAME	SSN #	BIRTH DATE	RELATIONSHIP (SPOUSE or DEPENDENT)	GENDER (M or F)	STUDENT (Y or N)

I acknowledge and agree to these IRS required conditions for reimbursement. The IRS regulation states four conditions. 1) Any expenses you incur must be within the plan year; 2) Expenses you incur may not be reimbursed by any other source, such as insurance; 3) You must provide proper documentation to receive payment; 4) You cannot change or revoke your election during the plan year unless there is a specific change of status and your employer allows such changes.

Signature: _____ Date: _____

EMPLOYEE INFORMATION *(EMPLOYER TO COMPLETE THIS SECTION)*

Plan Effective Date: _____
Month Date Year First Pay Period Date Effective

Employee HRA Annual (or Prorated) Benefit: $ _____ Spouse HRA Annual (or Prorated) Benefit: $ _____

Dependent/Child HRA Annual (or Prorated) Benefit: $ _____