



INTEGRATION. ADMINISTRATION. COMPLIANCE.

Separation Notice for HRA Participants

Date of Notice: _____ Date of Separation: _____

Employer Name: _____

Employee Name: _____

Employee Address: _____

Account Summary:

Current Balance: _____

HRA [Employer Portal](#): Employee tab/Account Summary Tab/Available Balance

Pending Claims if any: _____

HRA [Employer Portal](#): Employee tab/Claims

Final Contribution Date: _____ Claims may be submitted up to 90 days following the date of final contribution.

The final contribution date is the 15th day after end of month or quarter, depending upon your plan's funding schedule.

Your Reimbursement Account is being administered by:

Payroll Systems Administrative Services

1990 N. California Blvd., Suite 18

Walnut Creek, CA 94596

Phone: 925.939.6214

Fax: 925.939.5927