



Plan Year Wrap-up **Toolkit**



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The guide is designed to offer helpful suggestions for successfully closing out your current plan year. We also want to take this opportunity to emphasize the importance of taking action to provide your upcoming plan year renewal information and submitting enrollment updates. While these renewal activities technically pertain to your upcoming plan year, they play a critical role in ensuring a smooth transition.

Our goal is to guide you through the necessary steps to effectively wrap up the current plan year, while setting you up for success in the next.

Renew Your Plan(s)

Completing your ThrivePass renewal is the first step towards ensuring the upcoming plan year is fully set up and ready for members to be enrolled.

Your Relationship Manager makes your ThrivePass yearly plan renewal available for review and approval in the ThrivePass Client Portal around 3 months before the end of your plan year. ThrivePass will reach out with a invitation Link. **Failure to complete this activity will result in your new plans being renewed as they were the previous year and the new IRS maximums not being applied.**

Send Your Enrollments

After your renewal is complete and we have any and all updates needed for the upcoming plan year, the focus shifts to ensuring your members get enrolled into the proper plan for the new plan year and we mail out any new debit cards needed in a timely manner.

We do not automatically re-enroll members in new plans from year to year so you'll need to let us know each year who is enrolled in each plan. You may send your eligibility information via EDI files, and if so, please be sure to append the file with OE_. If you do not have a file integration in place, enrollments may be entered through the Employer Portal or provided to ThrivePass via the Enrollment Manager Template for us to process on your behalf. ThrivePass must have all new plan year enrollments processed by the first Friday in December to ensure that debit cards are received by the start of the new plan year.



Reconcile Your Contributions

Reconciling contributions at every month end is a great way to ensure that the contributions sent to and processed by ThrivePass match what was pulled from the employee's paycheck Year to Date. It is especially important to reconcile payroll funded accounts where the member only has access to spend the amounts deposited into the account by payroll contributions (DCA/Commuter/HSA). **The Enrollee Account Balance Report** provides a listing of each member under each plan type as well as the election amount and Year to Date Contributions that have been posted. Use this report to check contribution amounts per person. If you have additional questions about an individual balance, you can use the **Employee Deposit Log** or the **Payroll Funded Contributions Report** to look at specific individual contributions and payroll dates to gather additional details about any variances.

If you find that corrections are needed, you have a couple of options. For a missing contribution, the contribution can be sent on the next incoming EDI file or you can enter the contribution through Contribution Manager. If you find there was a contribution submitted/added in error, the information can be corrected via a reversal. If a reversal is needed, please contact your Account Manager or Client Account Specialist to complete the Employer Contribution Correction Form.

Special Note

HSA contribution corrections are subject to a time limit. Corrections for prior year contributions must be completed by the tax filing deadline - typically April 15. After this date, adjustments to prior year contributions are no longer permitted.

Communicate with Members Owing a Balance Due

Use the Enrollee Account Balance Report to determine the members that have an outstanding Balance Due Amount that remains unpaid. Notify employees of your intent to treat any outstanding balance due as imputed income. Clearly communicate a final deadline by which employees must submit supporting documentation or repay the amount to avoid imputed income reporting. Additionally, inform ThrivePass of this final deadline so they can cease accepting documentation and repayments after that date.



Close Out Your Plan

Send final notices to employees to let them know the total amount of imputed income. This Action should be taken after Run Out is complete to ensure final balance amounts.

Calculate Yearly Forfeitures

The final step in wrapping up your plan year is calculating your forfeitures. You will need to run the Enrollee Account Balance Report. When running this report, indicate an "As Of" date that is after Run Out has ended. It is also recommended that you add, Rollover-in and Rollover-out additional columns to the report. Then, adding these columns will allow you to see additional details and balances that rolled in from the previous plan year and rolled out during the current plan year; the amounts shown in the "Other Deposits" column will represent the difference. If you have any difficulties calculating the forfeiture amounts, you can reach out to a member of your ThrivePass Team. (We have included a sample screenshot of how to set the filters)

Enrollee Account Balance Report

Admin:

ThrivePass

Employer:

ABC Fruit Company

List All

Division:

<All>

Billing Group:

<All>

Sub Group:

<All>

Account Type:

<All>

As of Date:

4/15/2026 12:00:00 AM

Mask Cardholder ID:

No

Exclude annual election:

No

Format:

Excel 2007 (xlsx)

Class:

<All>

Account Segment:

<All>

Plan Year:

Current

Plan Date:

<All>

Employee Status:

New, Active, TempInactiv

Exclude HSA Account Balances:

Yes

Sort By:

LastName

Optional Columns:

Rollover In, Rollover Out

Report Delivery Options:

UI Download ☒ FTP ☐

Generate

*Field is required.