

Contribution Best Practices

Reminders to make submitting contributions to MidAmerica the easiest part of your day.

Use MidAmerica's Contribution Data Template and submit it in Excel format (not PDF).

These templates were designed to capture all the critical data we need to accurately establish and service your participant's account. Plus, submitting it in Excel allows us to seamlessly upload to our recordkeeping systems—eliminating any manual manipulation (and avoiding potential errors). Visit www.myMidAmerica.com/resources to download the template!

Double check that the total contribution amount matches the total combined funding amounts entered in the Employer Upload Site.

A quick review of your online form compared to your data file could save you from mistakenly submitting a \$0 contribution amount, which can cause delays in posting the funds to your participants' accounts. The contribution amount must match the total combined amount of the primary and secondary funding methods you enter into the Employer Upload Site form.

Visual Example!

Primary: New Funds *		
Funds Transfer Method * <small>If requesting a Trust distribution only, select None.</small>	Funds Transfer Date * <small>If requesting a Trust distribution only, enter today's date.</small>	Amount * <small>If requesting a Trust distribution only, enter 0.00.</small>
Wire Transfer or ACH	03/18/2022 Fri Mar 18 2022	2000.00
<small>You will initiate a wire/ACH to MidAmerica to fund your contribution file.</small>		
Secondary: Existing Funds		
Funds Transfer Method		Amount
Select a Funds Transfer Method		0.00
This amount must match the contribution total on your Contribution Data Template.		Grand Total 2000.00

Always include the employee class for each Health Reimbursement Arrangement (HRA) participant.

It's critical that the class is identified within your data template for each participant. Classes can determine claims eligibility, investment options, vesting and much more—this is why this is not an optional field and can cause delays in processing if not completed.

Want funds posted as quickly as possible? Send funding via ACH/Wire!

Mailed checks can get lost or delayed during transit. Plus, there's a necessary 3-day check hold applied upon receipt to ensure that the funds clear the bank account prior to posting to participant accounts. You can avoid all of that by securely funding the account via ACH/Wire.



Excel Data Templates: <https://www.mymidamerica.com/employer-upload-site-resources/>

Employer Upload Site: <https://www.mymidamerica.com/file-upload/employers/>

Enter the actual date that funds will be transmitted or mailed when completing the Contributions form through the Employer Upload Site.

If we don't receive your funds within 6 days of the Funds Transfer Date, automated emails will be sent to the person who uploaded the file. While it's perfectly acceptable to upload your data prior to the Funds Transfer Date, files that do not receive funding within 30 days will be archived. Best practice is to upload your data file no more than 1-2 weeks prior to sending the funding.

If funds were sent prior to your upload, you will not be able to enter a date in the past. Please select the current date. Also, please note that we can hold funds for a maximum of 21 days. If we do not receive a data file within 21 days, the funding will be returned to you.

Visual Example!

Primary: New Funds *

Funds Transfer Method * <i>If requesting a Trust distribution only, select None.</i>	Funds Transfer Date * <i>If requesting a Trust distribution only, enter today's date.</i>	Amount * <i>If requesting a Trust distribution only, enter 0.00.</i>
Wire Transfer or ACH	03/18/2022 Fri Mar 18 2022	2000.00

You will initiate a wire/ACH to MidAmerica to fund your contribution file.

Secondary: Existing Funds

Funds Transfer Method	Amount
Select a Funds Transfer Method	0.00

Grand Total
2000.00



Does your plan include forfeitures?

If your plan allows unused benefit funds to be forfeited back to the employer's account, here are a few quick tips on how to manage those funds. Please note this would only apply to plans with a vesting schedule in place. Not sure if your plan allows forfeitures? Refer to your plan documents or contact your Account Manager or Representative.

Send forfeitures 1–2 weeks before desired contribution funding date.

If you need to process forfeitures to offset your contribution, please initiate the forfeiture transaction 1–2 weeks before the funds need to be available in your suspense account.

Confirm your suspense account balance online.

To confirm the available balance in your suspense account and to review any previously processed forfeitures, run the Forfeiture Report. You can access this report online by logging into www.myMidAmerica.com (Sponsor Login) and selecting **Reports** from the **Forms & Reports** dropdown. Under the **Report Selection** area, select **Forfeiture Report**.



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