

HEALTH INSURANCE PREMIUM REIMBURSEMENT OPTION

Retiree Medical Premium Reimbursement Program

1. Reimbursement Eligible Expenses

Post-65 eligible retirees electing to participate in the Premium Reimbursement option must notify the Office of Human Resources to enroll and must purchase their own health coverage. The College will reimburse retiree payments for health coverage up to an annually specified amount under the premium reimbursement arrangement, which includes reimbursement to the retiree and/or eligible spouse for supplemental medical and Part D/Rx. Some types of coverage (e.g., Medicare Part B, Dental, Vision, etc.) are not eligible for reimbursement. Reimbursement requests must include a signed premium reimbursement form with payment itemization and evidence of payment for eligible expenses paid within the preceding 12 months. **Retroactive reimbursements are limited to 12 months.**

2. Reimbursement Requests

Reimbursement request forms can be obtained online at <https://hr.lafayette.edu/forms/#retirees> or from the Office of Human Resources. This form and proper documentation are required for payments to be processed and must include:

- The months and year(s) for which payment is requested
- Itemization of all reimbursement amounts requested, including:
 - Type of coverage (medical and/or Part D/Rx)
 - Note: Some types of coverage (e.g., Medicare Part B, Dental, Vision, etc.) are not eligible for reimbursement
- Covered person(s) for each payment amount
- Proof of payment/billing for each coverage
- Signature* and printed name of retiree, eligible spouse, or designated party

3. Submission Options

Reimbursement request forms may be submitted to Human Resources, along with the supporting payment documentation explained above, in any of the following ways:

- Recommended: Email, as a PDF or photo attachment, to: hroffice@lafayette.edu
- Fax to: 610-330-5720
- Mail to: Lafayette College, Human Resources, Attn: Retiree Reimbursement, 012 Markle Hall, Easton, PA 18042

4. Submission Deadlines

Reimbursement payments are processed every 3 months. Reimbursement requests received by the 15th of January, April, July, and October will be processed for payment on or before the last day of those months. Requests received after the 15th of those months will be paid the following quarter.

5. Payment Options

Reimbursement payments will be made via direct deposit or manual check. Direct deposit payments will typically appear in personal accounts the next business day, while manual checks will be sent via U.S. Mail and may take up to 7 days or longer for delivery.

For those interested in setting up direct deposit, a [direct deposit enrollment form](#) can be obtained on the Finance Forms page and sent to: Accounts Payable, Lafayette College, 030 Marquis Hall, Easton, PA 18042, or accountspayable@lafayette.edu.

**Participants must certify that they have been enrolled in the stated insurance plans, which provide basic hospitalization, medical/surgical, and/or prescription coverage for the period indicated, and that they have paid the premiums submitted for reimbursement. The amounts submitted are subject to annual auditing and may not include payments for coverage of Medicare Part B, Dental, Vision, or other ineligible coverages.*