

## Employee's Guide to the Benefits Card

***Congratulations!*** **Lucky you!** Your employer has elected to offer you the AgriPlan/BizPlan Benefits Card! This Card provides you with an easy way to pay for your eligible medical expenses. Please take a moment to read this helpful Guide and become familiar with the operation of your AgriPlan/BizPlan Benefits Card.

- **What is the AgriPlan or BizPlan Benefits Card?**

With the AgriPlan or BizPlan Benefits Card you can pay for your eligible medical expenses at the point of service. Use the AgriPlan or BizPlan Benefits Card and eliminate the need to request a separate reimbursement from the business owner.

- **Where Can the AgriPlan or BizPlan Benefits Card Be Used?**

Use your AgriPlan or BizPlan Benefits Card for eligible medical expenses at doctor and dentist offices, pharmacies (to include over-the-counter-medication), and vision service locations.

The AgriPlan or BizPlan Benefits Card is a debit card but has no PIN number. When using your Benefits Card the Credit Card option must be selected by you or by the merchant (on the merchant's keypad).

If a business does not accept the AgriPlan or BizPlan Benefits Card then you must first pay the expense yourself. Submit your reimbursement request to your employer directly. Be sure to retain receipts that support and validate your AgriPlan or BizPlan Benefits Card transactions.

- **How is the Card Issued?**

The Benefits Card will be mailed directly to you at the address on record for your AgriPlan or BizPlan Plan. It will arrive in a plain white envelope. The Card is activated automatically when you use it the first time. You need take no additional steps to activate your Card. (A Cardholder Agreement will be received with the Card. This is a VISA/MasterCard document and may or may not fully apply to the AgriPlan and BizPlan Benefits Card policies.)

- **How Can I Replace a Lost or Stolen AgriPlan or BizPlan Benefits Card?**

To report a lost or stolen AgriPlan or BizPlan Benefits Card, you must notify AgriPlan or BizPlan immediately (call 1-800-422-4661, or send an e-mail to [service@tasconline.com](mailto:service@tasconline.com)). The lost/stolen card will be cancelled, and a new card will be promptly issued to you. A \$10.00 reissue fee will be withdrawn automatically from the AgriPlan or BizPlan business owner's account.

- **Additional Questions?**

Contact AgriPlan or BizPlan Client Services via e-mail at [service@tasconline.com](mailto:service@tasconline.com), or via phone at 1-800-422-4661, with any additional questions.

