



EMERGENCY RESPONSE BENEFITS



UNIVERSAL BENEFIT ACCOUNT®

Home Office Account

What is the Employee Benefit?

A Home Office Account is funded by employers to reimburse employees for the cost of qualified office equipment and supplies necessary to sufficiently equip a home office or workstation. This account is an Accountable Plan per Internal Revenue Code Section 26, making it exempt from income tax and requiring compliance with IRS regulations.

Things to Know:

Plan Design	Employers set guidelines in the plan design including contribution amount, timing for fund availability, and eligibility and enrollment requirements.
Eligible Expenses	<ul style="list-style-type: none"> • Internet and phone service expenses. • Office equipment (i.e., a new laptop, extra monitor, video camera, etc.) and office supplies.
Limits	Employers set plan year limits such as a maximum that can be reimbursed to an employee for the year.
Eligibility Requirements	<ul style="list-style-type: none"> • Any employee is eligible to utilize this benefit account. • Employer may choose to designate eligibility by an employee class, such as part-time or full-time status.
Funding	Employer funded
Enrollment	<ul style="list-style-type: none"> • Enroll all eligible employees in the plan at the beginning of the plan year. • Mid-year enrollments may be allowed, based on plan design set by client.
Disbursements	<ul style="list-style-type: none"> • Once an expense is verified as being eligible, a reimbursement is made to the employee. • Reimbursement payment to the employee can be used for eligible home office expenses. • Accountable Plans only reimburse employees for business-related expenses specified in the plan.
Tax Benefit	<ul style="list-style-type: none"> • Reimbursements from an Accountable Plan are not taxable for employees. • Employers can write-off their contribution as a business expense and reduce their tax liabilities. • To assure reimbursements are not taxable, IRS Accountable Plan rules should be consulted and applied.

Get started today!

We are ready to help you offer this helpful benefit. Just contact us today via one of the methods below.

Want to have TASC handle this benefit for you?

Fill out this form and we'll contact you: Get Started.	Contact us to do all or part of this work effort for you: 1-888-595-2261
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