

## Steps for Successful Employee Terminations

Terminating Employees from your Choice Strategies Plan can be an important step in the administration process. The following guide explains how to successfully terminate an Employee from Choice Strategies.

1. Immediately submit an [Online Termination Form](#).
  - a. Links to the form can also be found on our [Employer Forms](#) and [Broker Forms](#) pages
2. Inform the Employee that their Choice Strategies debit card will be immediately de-activated (unless you indicate otherwise to Client Services). The card will not work after the termination effective date. **Collect the card** from the Employee at this time.
3. Employees have a 90-day window to submit claims following the effective date of their termination. Claims submitted must be for dates of service prior to when they were terminated. They can submit claims through their online account/mobile app, or by faxing/emailing a claim form.
4. During enrollment, the Employee agreed to provide supporting documentation for all eligible expenses. If a terminated Employee has ineligible charges or balances due after the 90-day run-out period, the Employer is authorized to deduct these expenses from the Employee's last paycheck to recoup the funds.
5. Please note that if a termination is not received prior to the first of the month, the Employer will be billed an administrative fee for the Employee for that month.

If you have further questions, please contact your  
Client Service Representative:

**Email:** [clientservices@choice-strategies.com](mailto:clientservices@choice-strategies.com)

**Phone:** 1-888-278-2555, Option 5