Flexible Spending Account Data & Contributions

Plan Sponsor Portal

You will receive a secure login for our Plan Sponsor portal at www.wealthcareadmin.com, which can be accessed at any time to generate reports and review transactions. If you do not have a secure login, please contact your dedicated Account Manager. If you are unaware of your appropriate contact, please call (855) 329-0095. At plan year end, you will receive statements which will recur annually thereafter and also be available at the Plan Sponsor portal.

Quick Tip

You must use the Data Requirements Spreadsheet MidAmerica provides. Data is not accepted in any other format.

Data Requirements

Why am I asked to provide my participants' personal email addresses?

Personal email addresses are critical so that communications with the participant are uninterrupted in the event of retirement or separation from service. We want to provide valuable account information, important plan details and periodic updates to your participants as efficiently as possible, and in the way they prefer to receive it.

How can I upload data?

1. Go to www.myMidAmerica.com
2. Select Upload File from the top right-hand corner, then select For Employers/Partners
3. From the Employer Upload Site landing page, select your form type (Contributions, Forfeiture or Census)
4. Complete the series of identifying questions. Please note if you have selected the Contributions form, you must enter a funding amount.
5. Upload the appropriate Data Requirements Template (Contributions, Forfeiture or Census) using the blue upload button located below the comments section

Tips for Filling out the Data Requirements Spreadsheet

- **Populate all fields,** including preferred fields.
- **Date of Separation** applies to those employees who have retired or terminated employment. If the individual is still currently employed with you, simply indicate "active."
- **Be sure to indicate if the participant election is for Health FSA (HCRA) or Dependent Care (DCRA).**
- **If employer contributions will be made,** be sure to include that information in the appropriate column.

Funding

We encourage you to submit funding through ACH or wire, as it is the most efficient and secure method. Funds submitted in this manner will be given priority when processing.

- ACH ROUTING NUMBER: 063100277
- WIRE ROUTING NUMBER: 026009593
- ACCOUNT NUMBER: 005561933860
- TITLE ON ACCOUNT: MidAmerica Administrative & Retirement Solutions, LLC. / 125 Plan Trust Account
- BANK NAME: Bank of America, N.A.
- BANK BRANCH: Lakeland, FL
- BANK PHONE NUMBER: (863) 616-5318

Make hardcopy checks payable to: 125 Plan Trust Account

To send hardcopy checks mail to:

MidAmerica Administrative & Retirement Solutions
Attn: Contributions Processing
PO Box 149
Lakeland, FL 33802-0149

For overnight or express deliveries, please send to our physical address:

MidAmerica Administrative & Retirement Solutions
2855 Interstate Drive, Suite 115
Lakeland, FL 33805

*A copy of the wire confirmation must be sent to MidAmerica with the data requirements.

Please note: MidAmerica will request funding from the employer prior to each payout. Those funds should be sent to our 125 Plan Trust clearing account via ACH or wire.