



CHRISTIAN SCHOOLS
INTERNATIONAL

CSI Flexible Benefits Plan

UPDATE

Date: November 19, 2004

To: All Participating Member Schools

From: Brian C. Meekhof, CEBS
Benefits Administrator

- 2003/2004 Plan Year Account Balances
- Submit Your Claims by Fax
- Claim Forms
- Contacting CSI or Basic

2003/2004 Plan Year Account Balances

Attached is an Employee Account Balance report showing remaining balances for the 9/1/03 to 8/31/04 Plan Year. Any balances remaining after November 30, 2004, will be forfeited as required by IRS regulations.

Please remind any employees who have a remaining balance in the Health Care FSA or Dependent Care FSA to submit claims to Basic no later than November 30, 2004. A Request for Reimbursement (claim) form should accompany each claim, along with supporting documentation. Claims must have been incurred prior to 8/31/04.

Submit Your Claims by Fax

For faster reimbursement, fax your claims to Basic at 800-391-6562. Due to the large volume of faxed claims, Basic will not be able to tell you immediately if your fax has arrived. Instead, you can verify delivery of your fax online at www.DoYouHaveMyFax.com.

Claim Forms

Claim forms are available to download and print at www.CSionline.org. Select Employee Benefits, United States, CSI Flex Benefits, and Forms.

Contacting CSI or Basic

If you have any questions, please feel free to contact CSI or Basic at the numbers shown below.

CSI Flexible Benefits Plan
(616) 957-1070 or (800) 635-8288, ext. 228

Basic Human Resource Connection
800-444-1922, ext. 229