

Flexible Spending Account Check Stop Payment/Reissue Policy

The fee to request a stop payment & reissue a check on a payment made by Business Plans Inc. (BPI), Middlebury's Flexible Spending Account administrator is \$33.00. This fee must be paid by the individual requesting the stop payment & reissue prior to the new check being cut. To request this service:

1. Contact Business Plans, Inc. at 800-865-6543 and request the stop payment/reissue.
2. Pay the related fee directly to BPI by sending a check or money order to:
myCafeteriaPlan
ATTN: Emmie Fellows
432 East Pearl Street
Miamisburg, OH 45342
The check should be made out to Business Plans, Inc – Middlebury in the amount of \$33.
3. BPI will stop payment on the original check and reissue a new check within 5 business days of receiving the stop-payment fee.