

# HOME OFFICE ACCOUNT *by BASIC*



The trend of allowing employees to work remotely is here to stay.

The ad hoc way most companies have been dealing with the large scale shift to off site work isn't sustainable long-term. For remote employees to be productive, effective, and happy, employers need to implement or rethink home office policies, procedures, and benefits.

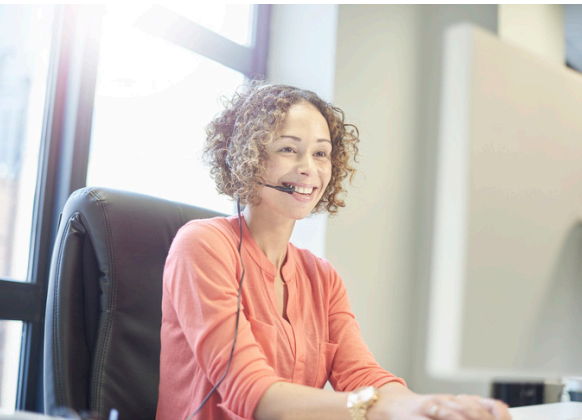
An IRS compliant Home Office Account allows remote employees to be reimbursed for home office expenses on a tax-advantaged basis. Additionally, employers do not have to pay payroll taxes on contributions.

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More than half of employees said that, given the option, they would want to keep working from home even after the coronavirus crisis subsides, according to a survey by the Pew Research Center. <sup>1</sup>

<sup>1</sup> <https://www.pewresearch.org/social-trends/2020/12/09/how-the-coronavirus-outbreak-has-and-hasnt-changed-the-way-americans-work/>





## Administration Excellence

To be eligible, home office expenses must be required for the employee's job. BASIC will verify all expenses to ensure IRS compliance.

Employers can choose to fund the entire annual amount up front or on a monthly basis. They can even decide which of the eligible expenses they choose to reimburse.

- Internet expenses
- Computer, monitors, keyboard, printer, mouse, and other electronics required for work
- Printer and ink cartridges
- Office supplies such as paper, pens, post-it notes, folders, and thumb drives
- Office furniture including an ergonomic office chair or stand up desk

## Give Your Business a Competitive Edge

To set your company up for success in the modern remote work landscape, consider adopting a BASIC Home Office Reimbursement Account.

# A New Way to Manage Benefits

Employee benefits are now easier to manage than ever before with BASIC's state-of-the-art Consumer Driven Accounts system. You may now offer your employees over 30 integrated benefit accounts to meet their varied needs, all with no extra work required on your end.

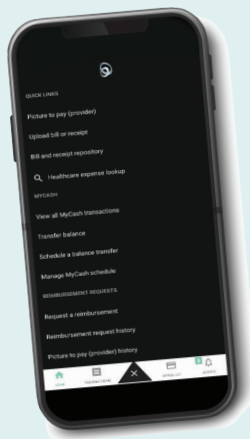
**BASIC's one-stop solution allows you to manage all your benefit plans on one card, one website, and one app for the utmost convenience.**

You have the power to create a custom benefit program tailored to your employees' specific needs. Choose from a wide range of healthcare benefit accounts like FSA, Simple HRA, or HSA, and combine them with Dependent Care, Transit, Wellness Rewards, and Education Reimbursement accounts – all on a single platform.

## The BASIC Card & MyCash

With MyCash, when an employee requests a reimbursement, funds are immediately processed and placed in an account that's available on their BASIC card. No more delays!

The BASIC Card is smart enough to pay for eligible items from benefit accounts and ineligible expenses (e.g., milk, gum, or other ancillary expenses) from a participant's MyCash account.



## The BASIC Benefits Mobile App With Picture to Pay

In three quick steps, participants can pay their medical bills directly to healthcare providers with our "Picture to Pay" feature.

No paper, no postage, no hassle.

1. Snap a picture of the bill
2. Submit via the BASIC benefits app
3. BASIC pays the bill from the appropriate benefit account



For more information about any of our services or to speak with a sales consultant call 800.444.1922 x 3 or visit [basiconline.com](https://www.basiconline.com).