



Rules & Regulations of SUB Accounts

- In order to be eligible to make a SUB claim, you must have missed at least 2 full days of work.
- The days missed that you claim do not have to be in the same week, but they have to already have been missed.
- Holidays are not eligible dates to be claimed.
- EBAC verifies with your employer that dates claimed were days not worked.
- You, as the employee, can elect to put up to \$400 per week of your fringe benefits into your SUB account.
- Claims can be made up to \$500 per week.
- You, as the employee, may file a claim on available funds in your account that have been provided by your employer.
- Claim forms must be submitted through our website : ebacsolutions.com . The form is located under the SUB Plan Tab, and will be submitted to us using our electronic verification program. They must be submitted before Wednesday at midnight.
- State and Federal taxes will be paid on your behalf, and a 1099 will be sent out at the end of the year.
- Check pick-ups are on Fridays between 10am and 2pm, and will only be released to you, the employee. Any checks not picked up by 2pm will be mailed.