

# FAQ: Surrogacy benefit

## **Q: How can Clients add the Surrogacy benefit to their plans?**

A: The Surrogacy benefit can be added to a plan by filling out the *Application with Terms & Conditions*.

- We'll set up a new ASO contract, and
- provide the Benefits Administrator with plan member flyers and enrolment forms for internal distribution.

## **Q: How do plan members enroll and use the benefit?**

A: They complete an enrolment form and send it to Sun Life through their Benefits Administrator. The form captures information about the surrogate to help us pay only eligible claims.

## **Q: What is the Benefits Administrator required to do?**

A: The Benefits Administrator needs to provide enrolment forms and plan member flyers to eligible employees. They will send in completed enrolment forms to Sun Life for handling. They must also terminate plan members from the program by informing the Service Representative when applicable.

## **Q: How are claims and forms for surrogacy expenses submitted to Sun Life?**

A: Plan members can send in expenses using the *Surrogacy benefit* claim form ('SBCLAIMFORM'):

- using the 'Submit Documents' feature (if available) on either **mysunlife.ca** or the **my Sun Life mobile app**, or
- by mail, to one of the addresses on the form.

## **Q: Can a Client add the Surrogacy benefit if their plan doesn't cover fertility drugs or Fertility Services?**

A: No, the extended health care (EHC) plan must already include fertility drugs and Fertility Services to be able to add this benefit. The Surrogacy benefit will be a separate benefit from the EHC.

## **Q: Will these benefits be visible on mysunlife.ca or the my Sun Life mobile app?**

A: No. In the initial phases of this benefit, coverage information and claims history will not appear online. At this time we'll:

- provide a plan member flyer that outlines the benefit, and
- send Explanations of Benefits (EOBs) to inform them of how we've processed their claims.

## **Q: Why does the Surrogacy benefit need its own policy number?**

A: Having a unique policy number:

- helps to reduce expense code errors, and:
- helps to ensure billing accuracy.

**Q: Why is the Surrogacy benefit separate from other coverage, like EHC, HSA or PSA?**

A: Third party surrogates are not an eligible dependent under the EHC, HSA or PSA benefits. This approach also ensures the EHC, HSA and PSA benefits remain tax effective for the employees and the Plan sponsor.

**Q: Is the Surrogacy benefit a taxable benefit to the employees?**

A: The Plan sponsor is responsible for determining whether their Surrogacy benefit is a taxable benefit to their employees. The Plan sponsor is also responsible for any payroll deductions and tax reporting obligations to employees related to the Surrogacy benefit.

The Surrogacy benefit is generally considered a taxable benefit to the employee.

**Q: Will Sun Life provide reports to the plan sponsor for tax reporting purposes?**

A: Yes, Sun Life collects consent from the plan member and the surrogate when they enroll. We will provide reports outlining the amounts paid to plan members to support plan sponsors in their tax responsibilities. We aggregate the expense information by plan member to protect their privacy as much as possible.