



## **MissionSquare Retirement Health Savings (RHS) Plan Amendment Packet**

To amend your existing RHS Plan, please complete the entire Adoption Agreement, including items that are not being amended. When you send your amendment to MissionSquare, please summarize the changes in your cover letter.

Please note that MissionSquare does not require the use of a resolution to amend the plan. Should you require legislative action, you may use the enclosed Suggested Resolution for Amendment. If you do not require legislative action, you may complete the Suggested Affirmative Statement for Amendment which is also enclosed.

When amending the RHS Plan, you should consider nondiscrimination rules. Please review the information in Nondiscrimination Requirements document included in this packet.

Once the amendment is completed, retain a copy for your records and send the original with the cover letter and either the resolution or the affirmative statement to MissionSquare as follows:

**MAIL:**

MissionSquare  
Attn: Plan Services  
PO Box 219320  
Kansas City, MO 64121-9320

**FAX:**

MissionSquare  
Attn: Plan Services  
(844) 677-3297

**ONLINE:**

Log in to the employer website to send a secure message and upload your documents to MissionSquare.



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## **MissionSquare RHS Adoption Agreement**

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## MissionSquare Retirement Health Savings (RHS) Adoption Agreement

Plan Number: 8 00544

Select as applicable:

☐ Standalone RHS    ☐ Integrated RHS    ☒ Amendment to Existing Plan

I. **Employer Name:** City of Hallandale Beach State: FL

II. **The Employer hereby attests that it is a unit of a state or local government or an agency or instrumentality of one or more units of a state or local government.**

III. **Plan Dates:**

A. **Plan Amendment Effective Date** 06/23/2026

B. **Plan Year:** Enter the annual accounting period for the RHS program. 1/1-12/31

IV. **The Employer intends to utilize the Trust to fund only welfare benefits pursuant to the following welfare benefit plan(s) established by the Employer:** City of Hallandale Beach

V. **Eligible Groups, Participation and Participant Eligibility Requirements**

A. **Eligible Groups**

The following group or groups of Employees are eligible to participate in the Employer's welfare benefits plan identified in Section IV. (check all applicable boxes):

☐ All Employees

☐ All Full-Time Employees

☐ Non-Union Employees

☐ Public Safety Employees - Police

☐ Public Safety Employees - Firefighters

☐ General Employees

☐ Collectively-Bargained Employees (Specify unit(s)) \_\_\_\_\_

☒ Other (specify group(s)) Police Chief

The Employee group(s) specified must correspond to a group(s) of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other documents or provisions in effect in the state or locality of the Employer.

B. **Participation**

**Mandatory Participation:** All Employees in the covered group(s) are required to participate in the Plan and shall receive contributions pursuant to Section VI.

If the Employer's underlying welfare benefit plan is in whole or part a non-collectively bargained plan that allows reimbursement for medical expenses other than insurance premiums, the nondiscrimination requirements of Internal Revenue Code (IRC) Section 105(h) will apply. These rules may impose taxation on the benefits received by highly compensated individuals if the Plan discriminates in favor of highly compensated individuals in terms of eligibility or benefits. The Employer should discuss these rules with appropriate counsel.



- There is no Plan-defined limit on the percentage or dollar amount of earnings that may be contributed.

— \_\_\_\_\_ % of earnings

Definition of earnings:

Same as Section VI.A.

— Other

\$\_\_\_\_\_ for the Plan Year.

## VII. Vesting for Direct Employer Contributions

**A. Vesting Schedule** (check one box)

(If no selection is made, the default is 100% vested at all times.)

- ✓ The account is 100% vested at all times.

The vesting schedule below shall apply to direct employer contributions as outlined in Section VI.B.1.

Vesting schedules beyond 10 years are not supported.

[illegible]

**B. The account will become 100% vested upon the death, disability, retirement\*, or attainment of benefit eligibility (as outlined in Section IX) by a Participant.**

\* Definition of retirement includes a separation from service component and is further defined by (check one):

- ☒ The primary retirement plan of the Employer

Completion of \_\_\_\_\_ years of continuous service

- ☐ Normal Retirement Age (NRA) of \_\_\_\_\_

*Check this option ONLY if you want the automatic vesting feature to be turned on. Providing an NRA establishes an automatic vesting feature that automatically makes the participant 100% vested when the participant reaches the NRA regardless of any service requirement. If NRA is left blank, the standard default is age 62, and automatic vesting feature is turned off regardless of whether NRA is selected.*

- ☐ Other \_\_\_\_\_

If your plan has multiple definitions of retirement, please notify MissionSquare, and note that it is the employer's responsibility to maintain and provide vested percentage for eligible employees upon benefit eligibility by submitting a letter of instruction (LOI) with the required data to MissionSquare.

**C. Any period of service by a Participant prior to a rehire of the Participant by the Employer shall not count toward the vesting schedule outlined in A above.**

**VIII. Forfeiture Provisions**

If a Participant separates from service prior to full vesting, non-vested funds in the Participant's account shall be forfeited in accordance with the box checked under this section.

Upon the death of a Participant, surviving spouse, and all surviving eligible dependents (as outlined in Section XI), funds remaining in the Participant's account shall revert to the Trust in accordance with the box checked under this section.

If a Participant permanently opts out and waives future reimbursements, as allowed under IRS Notice 2013-54, all funds in the Participant's account at the time of waiver shall be forfeited in accordance with the box checked under this section.\*

- ☒ Remain in the Trust to be reallocated among all Plan Participants with a balance as Direct Employer Contributions for the next and succeeding contribution cycle(s).\*\*

Remain in the Trust to be reallocated on an equal dollar basis among all Plan Participants with a balance.\*\*

Remain in the Trust to be reallocated among all Plan Participants based upon Participant account balances.\*\*

\* If the Employer's RHS Program does not limit eligibility to Participants who have separated from service, the Employer will be required to provide further direction to MissionSquare regarding the treatment of possible contributions that are required to be made following the Participant's waiver.

\*\* If the forfeited balance is small whereby the reallocation amount to each Plan Participant with a balance is minimal, the assets will revert to Employer's forfeiture account for further direction from the Employer. If there are Participants without a balance who should receive forfeiture assets, please provide alternative instructions to MissionSquare on the forfeiture reallocation notice.

**IX. Eligibility Requirements to Receive Medical Benefit Payments from the MissionSquare Retirement Health Savings Program**

**A. A Participant is eligible to receive benefits:**

At retirement only (also complete Section B.)

Definition of retirement:

Same as Section VII.B.

Other \_\_\_\_\_

☒ At separation from service with the following restrictions

☒ No restrictions

Other \_\_\_\_\_

\_\_\_\_\_

**B. Termination prior to general benefit eligibility:** In a case where the general benefit eligibility as outlined in Section IX.A includes a retirement component, a Participant who separates from service of the Employer prior to retirement will be eligible to receive benefits:

☒ Immediately upon separation from service

☐ Other \_\_\_\_\_

**C. A Participant who becomes totally and permanently disabled**

☒ As defined by the Social Security Administration

As defined by the Employer's primary retirement plan

Other \_\_\_\_\_

**will become immediately eligible to receive medical benefit payments from his/her account under the Employer's welfare benefits plan.**

**D. Upon the death of the Participant, benefits shall become payable as outlined in Section XI.**

**X. Permissible Medical Benefit Payments**

Select **one** option.

Benefits eligible for reimbursement under the plan are as allowed under IRC Section 213 other than direct long-term care expenses.

- ✓ Option 1: **All Medical Benefits\***
- Option 2: **Insurance Premiums Only**
- Option 3: **Select Expenses\*** you wish to cover under the Employer's welfare benefits plan:
  - Medical Insurance Premiums
  - Medical Out-of-Pocket Expenses
  - Medicare Part B Insurance Premiums
  - Medicare Part D Insurance Premiums
  - Medicare Supplemental Insurance Premiums
  - Prescription Drug Insurance Premiums
  - COBRA Insurance Premiums
  - Dental Insurance Premiums
  - Dental Out-of-Pocket Expenses
  - Vision Insurance Premiums
  - Vision Out-of-Pocket Expenses
  - Qualified Long-Term Care Insurance Premiums
  - Non-Prescription medications allowed under IRS guidance
  - Other qualifying medical expenses (describe) \_\_\_\_\_

\* Non-collectively bargained plans that reimburse medical expenses other than insurance premiums should consult their benefits counsel regarding welfare plan nondiscrimination rules if the employer elects to make contributions based on a percentage of earnings.

**XI. Benefits After the Death of the Participant**

In the event of a Participant's death, the following shall apply:

**A. Surviving Spouse and/or Surviving Dependents**

Upon the death of a Participant, the surviving spouse and/or surviving eligible dependents (as defined in Section XII.D.) of the deceased Participant are immediately eligible to maintain the Participant's RHS account and utilize the remaining balance to fund eligible medical benefits specified in Section X above. The account balance may be reallocated\* by the surviving spouse or dependents.

\* Before investing, please read the applicable fund disclosure materials carefully for a complete summary of all fees, expenses, investment objectives and strategies, and risks. This information is available when you log in at [www.missionsq.org](http://www.missionsq.org), or upon request by calling (800) 326-7272.

If a Participant's account balance has not been fully utilized upon the death of the eligible spouse, the account balance may continue to be utilized to pay benefits of eligible dependents. Upon the death of all eligible dependents, the account will revert in accordance with the Employer's election under Section VIII of the *MissionSquare RHS Adoption Agreement*.

**B. No Surviving Spouse or Surviving Dependents**

If there are no living spouse or dependents at the time of death of the Participant, the account will revert in accordance with the Employer's election under Section VIII of the *MissionSquare RHS Adoption Agreement*.

**XII. The Plan Will Operate According to the Following Provisions:**

**A. Employer Responsibilities**

1. The Employer will submit all MissionSquare Retirement Health Savings Plan enrollment and contribution data via electronic submission.
  2. The Employer will submit all MissionSquare Retirement Health Savings Plan Participant status updates or personal information updates via electronic submission. This includes but is not limited to termination notification, benefit eligibility, and vesting notification.
- B.** Participant account administration and asset-based fees will be paid through the redemption of Participant account shares, unless agreed upon otherwise in the Administrative Services Agreement.
- C.** Assignment of benefits is not permitted. Benefits will be paid only to the Participant, his/her survivors, the Employer, or an insurance provider (as allowed by the claims administrator). Payments to a third-party payee (e.g., medical service provider) are not permitted with the exception of reimbursement to the Employer or insurance provider (as allowed by the claims administrator).
- D.** An eligible dependent is (a) the Participant's lawful spouse, (b) the Participant's child under the age of 27, as defined by IRC Section 152(f)(1) and Internal Revenue Service Notice 2010-38, or (c) any other individual who is a person described in IRC Section 152(a), as clarified by Internal Revenue Service Notice 2004-79.
- E.** The Employer will be responsible for withholding, reporting and remitting any applicable taxes for payments which are deemed to be discriminatory under IRC Section 105(h), as outlined in the *x Employer Manual*.

**XIII. Employer Acknowledgements**

- A.** The Employer hereby acknowledges it understands that failure to properly fill out this *MissionSquare Retirement Health Savings Adoption Agreement* may result in the loss of tax exemption of the Trust and/or loss of tax-deferred status for Employer contributions.
- B.** ☐ Check this box if you are including supporting documents that include plan provisions.

**Employer Signature**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** City Manager \_\_\_\_\_

**Attest:** N/A \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** N/A \_\_\_\_\_