



Phillips 66 2018 Fitness Reimbursement Subsidy FAQ

Q. Who is eligible for the program?

A. All active U.S. employees (including employees covered by a collective bargaining agreement, and expatriates) PLUS their dependents (spouse/partners and children) covered by a Phillips 66-sponsored medical plan.

Q. I am a part-time employee. Am I eligible to participate?

A. All employees eligible for the medical plan are eligible for the program.

Q. Am I eligible for reimbursement while I am on leave?

A. No. This benefit is available to active employees currently at work.

Q. Can all employees take advantage of the full \$500 for the year?

A. U.S. payroll employees who complete all of the following gateway activities will be eligible to submit reimbursements.

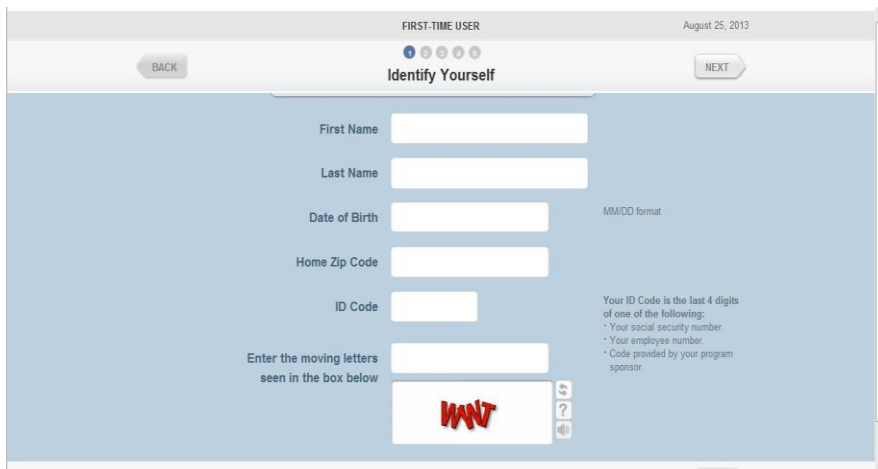
- Complete the online Well-Being assessment; and
- Submit biometric screening results; and
- Obtain a Body Mass Index (BMI) of less than 30 OR consult with a Primary Care Physician.

Q. What expenses are eligible for reimbursement under the program?

A. The program allows for reimbursement of 100% (up to \$500) of your family's fitness-related expenses. You can find a detailed list of the expenses at www.wageworks.com. Follow the "Eligible Expenses" link once you are logged into your account.

Q. How do I set up an online account as an employee to manage my family’s account?

A. Employee accounts can be set up at www.wageworks.com. Under the “Log In/Register” tab, select “Employee Registration” from the drop-down menu. Only the employee needs to have an account to process your family’s eligible fitness expenses. You will be asked to validate 5 pieces of information:

The image shows a screenshot of the WageWorks website's registration process for a first-time user. The page is titled "FIRST-TIME USER" and "Identify Yourself". It features a progress indicator with five steps, the first of which is active. The form includes input fields for "First Name", "Last Name", "Date of Birth" (with a note "MM/DD format"), "Home Zip Code", and "ID Code". Below these is a CAPTCHA section with the instruction "Enter the moving letters seen in the box below" and a box containing the letters "WWT" and some numbers. A "NEXT" button is visible on the right side of the form. A note explains that the ID Code is the last 4 digits of the user's social security number, employee number, or code provided by their program sponsor.

- First Name
- Last Name
- Date of Birth (MM/DD)
- Home Zip Code (if you are an expat you should use the P66 corporate zip code)
- ID Code (last 4 digits of your Employee ID number)

Q. I am participating in the Flexible Spending Account (FSA) and already have an online WageWorks account. Can I use this same account for my eligible fitness expenses?

A. Yes. Employees will manage the FSA and their individual fitness benefit through one account. You can use the same username and password to manage both programs.

Q. Why does the WageWorks First-Time User registration process give me an option to set up reimbursements via check or direct deposit?

A. Your fitness reimbursements will be issued via payroll; however, if you are participating in the FSA your reimbursements are issued via check or direct deposit.

Q. Where should I submit my claims?

A. You can submit your claim directly to WageWorks - online through the EZ Receipts Mobile App, by faxing (877) 353 -9236, or by mailing a fitness reimbursement claim form directly to WageWorks Claims Administrator, PO Box 14053, Lexington, KY 40512.

Q. How do I submit a claim online?

A. The employee may follow the “Submit Receipt or Claim” link to submit online the fitness expense claims for both the employee and his dependent(s).

Q. What documentation is required for reimbursement?

A. You must submit a receipt with each claim. Documentation may include a receipt, credit card/bank statement, document on fitness club letterhead, or any other official documentation. The following information must appear on the receipt:

- (1) Employee or dependent name (can be written on receipt);
- (2) Name of service provider (printed on receipt);
- (3) Description of service (can be handwritten on receipt);
- (4) Payment amount (printed on receipt); and
- (5) Service date (if service date/period is not available, then payment date can be used).

Q. What happens if I submit my claim using service dates vs. a payment date?

A. If service dates are entered in lieu of the payment date, the claim will be prorated over the number days in the service period.

Q. When will I receive my reimbursement?

A. Payments will be made through Phillips 66 payroll. If you and/or your dependent(s)' claim(s) is/are approved by the 1st of the month, generally you will receive your reimbursement by the end of the month. Otherwise, you will receive your reimbursement at the end of the following month. Reimbursements are considered taxable per IRS Guidelines.

Q. What is the deadline for submitting a 2018 claim?

A. 2018 Expenses must be submitted between Jan. 1 and Nov. 30 of the year (as evident by a postmark or fax receipt).

Q. Can I submit claims for my dependent(s) under my own individual account?

A. Yes. Your dependent claims will be processed under the employee account. They no longer need to be submitted separately under a dependent account.

Q. When I receive the fitness reimbursement in my paycheck, will taxes be deducted from the claim amount?

A. Taxes will be deducted to comply with IRS regulations. The reimbursement payment will be identified on your paycheck as Fitness Credit.

Q. What happens if a claim is approved before I am terminated?

A. Phillip 66 cannot process payments to terminated employees for claims approved prior to termination.

Q. If I submit a claim for \$500 in eligible expenses will I get the full \$500 reimbursed?

A. Yes. Claims are processed at 100% so you would be eligible for the full \$500.00.

Q. How do I submit expenses incurred in non-U.S. locations?

A. For expenses incurred in non-U.S. locations, please ensure that claim form is completed in English; receipts submitted in other languages will be accepted, however, they should be translated into English. All expenses must be submitted in U.S. dollars on the receipt and the claim form.

Q. Can I use the EZ Receipts mobile app to submit my fitness expenses for reimbursement?

A. Yes, the EZ Receipts mobile app supports fitness claims as well as FSA claims.