

FAQ'S ABOUT FLEXIBLE SPENDING ACCOUNTS

WHAT IS A FLEXIBLE SPENDING ACCOUNT (FSA)?

An FSA is an employer-sponsored plan that allows to deduct dollars from your paycheck and deposit them into a special account that's protected from taxes. FSA accounts are exempt from federal taxes, Social Security (FICA) taxes and, in most cases, state income taxes. The money in an FSA can be used for eligible health and/or dependent care expenses that are incurred while you are participating in the plan.

WHEN DOES MY FSA BECOME EFFECTIVE?

Your FSA becomes effective on the date you enroll. Unlike other plans, an FSA does not start on your hire date. Contributions to your account begin as soon as administratively possible after you enroll.

HOW DO I PARTICIPATE IN AN FSA?

To participate, you must elect to participate during annual Open Enrollment. If you have a life event change (for example, birth or adoption of a child), then you may be able to enroll without waiting for annual Open Enrollment, if you enroll within 31 days of the change.

WHO CAN PUT MONEY IN MY FSA?

You and your employer, although employers rarely contribute to employees' FSAs.

WHAT DOES IT MEAN TO INCUR EXPENSES?

The IRS considers expenses to be "incurred" at the time you receive medical care or dependent care—not when you are formally billed or actually pay for services. Only eligible expenses you incur within the plan year, including any employer-allowed grace period, are eligible for reimbursement.

WHO QUALIFIES AS AN ELIGIBLE DEPENDENT?

An eligible dependent is any dependent for which an employee pays a provider to care for him/her while they are at work or looking for work. The dependent must be under the age of 13 or incapable of taking care of themselves, and live in the employee's home for more than half of the year.

HOW OFTEN CAN I REQUEST REIMBURSEMENTS?

Reimbursements can be requested as often as qualified expenses are incurred. Expenses must be incurred during the plan year and the reimbursement must be requested before the end of the run-out period (or grace period if applicable).

CAN I CHANGE MY ELECTION OR STOP CONTRIBUTING MONEY TO MY FSA AT ANY TIME DURING THE PLAN YEAR?

Federal regulations state that once you have enrolled in an FSA, you cannot change your election amount unless you have a qualifying life event. Your employer can give you a list of permitted change events.

WHAT TYPE OF FLEXIBLE SPENDING PLANS ARE THERE?

Health Care FSA: Covers medical, prescription, dental and vision expenses

Dependent Care FSA: Covers dependent care expenses including daycare, nursery school and day camp for children, and services for adult dependents who cannot care for themselves

HOW MUCH WILL I REALLY SAVE IN TAXES BY CONTRIBUTING TO AN FSA?

Generally, contributions you make to your FSA are not subject to federal or social security taxes. In most instances, there are no state taxes taken out either. The amount you may save depends upon:

- The amount you put into your FSA
- The tax percentage you would normally pay on that money (tax bracket)

Let's say you normally pay 30% in federal, social security and state taxes on your income. In this example, you would enjoy a tax savings of 30% of the \$2,000 you directed to your FSA.