



**Election Form/Compensation
Reduction Agreement
Flexible Spending Account**

SECTION 1 - EMPLOYEE INFORMATION (print)

Company Name _____ Office/Client Number _____
 Employee Telephone Number (____) _____ - _____
 Employee Name _____ Social Security Number _____
 Address _____ City _____ State _____ Zip Code _____
 E-mail Address _____

SECTION 2 - ENROLLMENT OPTIONS (select one)

New Enrollment or Annual Enrollment Changes
 Date of Hire _____ / _____ / _____

Notes: New enrollments will be effective on the first payroll of the month following the date the eligibility requirements are met.

Annual enrollment changes will be effective on the first payroll following January 1.

Debit Card
 Dependent's name (if applicable) _____

Notes: Participants may only request a debit card if their employer has selected the service. If the debit card option is selected and the Plan does not offer the debit card service, no card will be requested. Refer to your Summary Plan Description for plan features.

Participants may choose only **one** dependent.

Change In Status
 Date of Event _____ / _____ / _____

Note: If Change in Status has occurred, changes in enrollment and supporting documentation must be submitted to the Employer within 30 days of the event.

- Dependent care cost provider changes
- Dependent satisfies or ceases to satisfy dependent eligibility requirements
- Birth/Death of spouse or dependent, adoption or placement for adoption
- Spouse's employment commenced/terminated
- Status change from full-time to part-time or vice versa by employee or spouse*
- Eligibility or Ineligibility of Medicare/Medicaid
- Change from salaried to hourly or vice versa*
- Marriage/Divorce/Legal Separation
- Unpaid leave of absence by employee or spouse
- Return from unpaid leave of absence by employee or spouse
- Termination of employment (your enrollment will be terminated)

* These changes are allowable only if eligibility is affected.

SECTION 3 - ENROLLMENT ELECTION

Annual Medical/Dental/Vision Election \$ _____ (UME) Annual Dependent Care Election \$ _____ (DCA)
Maximum \$5,000.00
 DCA is issued for custodial care of a dependent, not for medical expenses of a dependent.

Discontinue my Enrollment in Medical/Dental/Vision Care Discontinue my Enrollment in Dependent Care

Notes: To discontinue enrollment, a change in status reason must be selected.
 To calculate your per-pay-period deduction, divide your annual amount by the number of pay periods remaining in the plan year.

SECTION 4 - AUTHORIZATION

I hereby elect to participate in the Flexible Spending Account for the Plan Year ____ / ____ / _____. Any previous election and compensation reduction agreement relating to the same benefits is hereby revoked. I cannot change or revoke this election at any date prior to the next plan year unless I experience a change in status (also referred to as a qualifying event). If, during my next enrollment period, I do not complete and return a new election form during my enrollment period, I will be treated as having elected to continue my employee election as set forth in this election form for the next plan year. As a participant, I understand that all guidelines regarding enrollment are set forth in the Summary Plan Description.

Reduction of Pay

- ❖ I understand that my pay will be reduced each pay period by the amount of my required contribution for the benefit option(s) I have elected until this agreement is amended or terminated. The reduction in my pay under this agreement will be in addition to any reductions under other agreements or benefit plans.
- ❖ I understand that my pay reduction will be automatically adjusted if my required contributions change while this agreement is in effect and that the plan administrator may change the amount of my pay reduction or otherwise modify this agreement if it is required to satisfy provisions of the Internal Revenue Code.
- ❖ I agree to notify my Employer if I believe that any expense for which I have received reimbursement is not a qualifying expense. I also agree to indemnify and reimburse the Employer for any liability Employer may incur for failure to withhold income or FICA tax from any reimbursement I receive of a non-qualifying expense.
- ❖ I understand that I will forfeit any balances I have at the end of the year for which I have no eligible expenses to submit.

FSA with an HSA

- ❖ If I have a Flexible Spending Account in conjunction with a Health Savings Account (HSA), I may only submit medical expenses under the Unreimbursed Medical portion of my Flexible Spending Account for dental, vision, and preventative care. My HSA may be used to pay for any remaining HSA-qualified medical expenses.

Reimbursements

- ❖ I understand that my Employer will hold my contributions for payment of eligible expenses incurred within the Plan Year and that reimbursement will be available only for qualifying expenses.

Employee Signature _____ Date _____ / _____ / _____

ENROLL or REVISE ENROLLMENT at <https://benefits.paychex.com> or on the FSA Information Line by dialing 1-877-244-1771, Flexible Spending option. MAIL or FAX to Paychex, Section 125 Department, 1175 John Street, West Henrietta, NY 14586 • Fax: 585-389-7349