



## Flexible Spending Account (FSA) Enrollment

**2019 FSA OE DEADLINE: Friday, November 16, 2018**

### FLEXIBLE SPENDING ACCOUNT (FSA)

Sometimes referred to as a cafeteria plan, flex plan, or a Section 125 plan, a **Flexible Spending Account (FSA)** lets employees set aside money into the FSA account - before paying taxes on that income.

Your account lets you...

- Lower your tax burden and keep more money in your pocket.
- Budget for non-covered medical expenses.
- Set aside pre-tax dollars for day care and other dependent care costs.

There are two types of Flexible Spending Accounts (FSA):

**Health Care FSA:** used to reimburse out-of-pocket medical, dental and vision expenses incurred by you and your dependents. You may elect to deposit up to a maximum of \$2,650 of (pre-tax) salary into the Health Care FSA in 2019.

*Per the IRS's definition of eligible dependents, Civil Union partners and their children are not considered eligible; therefore, their out-of-pocket medical expenses are not eligible for reimbursement from your FSA.*

**Dependent Care FSA:** an employee may set aside up to \$5,000 (\$2,500 if married filing separately) of pre-tax dollars for reimbursement of dependent care related to the care or services provided to children under age 13, or tax dependents who are mentally or physically incapable of caring for themselves.

### FSA SAVINGS CALCULATOR

This online calculator can show your projected tax savings based on the anticipated expenses you input. For this and additional information regarding FSA Accounts, please visit the Madison County Government FSA webpage at:

[www.co.madison.il.us/Benefits/flexible\\_spending\\_account\\_\(fsa\).php](http://www.co.madison.il.us/Benefits/flexible_spending_account_(fsa).php)

### IMPORTANT POINTS

- ◆ **"USE IT OR LOSE IT" RULE** - It is important that you estimate your out-of-pocket medical expenses and dependent care expenses carefully before making your election. All expenses must be incurred by the end of the calendar year, December 31, 2019 and claimed by March 31, 2020, otherwise any remaining money will be forfeited.
- ◆ Employees with a Health Savings Account (HSA) are not eligible for an FSA.
- ◆ Your annual Health Care & Dependent Care Flexible Spending Account (FSA) election(s) for the 2019 calendar year, must be elected in the "Paycom Employee Self Service" by **11/16/18**. Your current year (2018) election will NOT automatically carry-over to next year (2019).
- ◆ Once you make your election, it will remain in effect throughout the 2019 calendar year, unless you experience a "change in status" as defined by IRS guidelines.

### ENROLLMENT QUESTIONS?

Contact Stephanie Vilmer- 296-5516 or Cheryl Reynolds-296-4566.

### HOW IT WORKS:

FSA claim reimbursements are administered by UnitedHealthcare (UHC). For those employees that have medical coverage with UHC, the program will automatically reimburse your out-of-pocket expenses without the need for filing a paper claim.

### Consumer Accounts Card or Health Care Spending Card

A debit card, similar to a credit card, that can be used to pay for eligible out-of-pocket expenses at the time of service at your doctor's office, pharmacy, etc.

### SUBMITTING CLAIMS

**Auto-rollover:** If you have both medical coverage and a Healthcare FSA with UnitedHealthcare, your account will automatically default to auto-rollover each year. You have the ability to manage your FSA account settings online at [www.myuhc.com](http://www.myuhc.com). With auto-rollover, claims for medical, pharmacy and vision co-payments are automatically submitted for reimbursement, eliminating the need for you to submit a manual claim request.

If you prefer not to use this feature, **each year**, you must change your account preferences online at [www.myuhc.com](http://www.myuhc.com) and file your claims via fax or mail by completing the claim form available online.

Direct deposit of your reimbursement is also available if you choose, via the your account preferences online at [www.myuhc.com](http://www.myuhc.com).

The minimum reimbursement is \$25.00.

Members will receive monthly health statements.