

## FLEXIBLE SPENDING ACCOUNTS

### \$500.00 ROLLOVER - YOU NO LONGER HAVE TO ROLL THE DICE WITH YOUR HEALTH FSA MONEY



#### What is a Health Flexible Spending Account (FSA)?

A Flexible Spending Account (FSA) is a pre-tax voluntary benefit offered by Employers to assist employees with predictable out of pocket medical, Rx, dental and vision expenses. FSA's allow employees to elect to contribute pre-tax dollars to a Health FSA during the Employer's designated plan year. The pre-tax dollars set aside in the FSA reduce employee's taxable income which results in the employee paying less in taxes.

#### Who is eligible to participate in a Health FSA?

Eligibility for this benefit is determined by your Employer's Plan Document.

#### What is the maximum amount I can contribute pre-tax to put towards my FSA?

The Federal pre-tax maximum for a Health FSA is \$2,700.00. Some Employer's choose to offer a limit lower than this amount, so please refer to your Employer's plan specifics always, before electing.

#### What is a Health FSA?

A Health FSA plan will cover out of pocket medical, dental, vision and prescription drug expenses for you, your spouse and your legal tax dependents (including dependents through Age 26, as allowed

by your Employer's Plan). Your spouse and/or dependents do not have to be covered by your Employer's insurance plans to use the Health FSA dollars you set aside into the Plan.

#### What are some eligible Health FSA expenses?

- Health, dental & vision plan deductibles
- Health, dental & vision plan co-insurance
- Health, dental & vision plan co-payments
- Prescription drug expenses
- Eligible Over-the-Counter expenses
- Hearing expenses
- Orthodontia
- Lasik procedures
- Prescription glasses and contact lenses
- Smoking cessation programs
- Certain weight loss programs (with a letter of medical determination)

Detailed information about eligible Health FSA expenses is available on TaxSaver Plan's website at [www.taxesaverplan.com](http://www.taxesaverplan.com).

#### What are some ineligible Health FSA expenses?

Expenses that are not for the treatment of a specific medical condition or disease or for preventive care are considered ineligible expenses under the Health FSA. Examples of such expenses include, but are not limited to, cosmetic procedures, vitamins, supplies and/or prescriptions that are cosmetic or for general health purposes, debt and marriage counseling and over the counter items like soaps and personal toiletries. Changes to the IRS Code also limits the ability to purchase over-the counter items that are medicines or drugs without a prescription from a licensed practitioner.

#### What is a Health FSA Rollover?

A Plan may choose to allow for a Rollover amount up to \$500.00 keeping plan forfeitures in the Health FSA to a minimum each year. The \$500.00 amount does not affect your Health FSA election in any given Plan Year. You may elect to contribute up to the Plan maximum for the year and still receive rollover dollars into the Health FSA.

#### How does it work?

It's easy! You do not have to do anything special to receive your rollover dollars. When you submit a claim incurred in the prior Plan Year during the Claims Run Out Period, it will be paid out of dollars in the prior Plan Year.

However, after the Claims Run Out Period ends, if there is still a balance in the Health FSA, you will see a deposit made into your current Plan Year Health FSA account that will reflect any dollars



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that were left in your account after the Claims Run Out Period ended and this amount rolled over - up to \$500.00 - will automatically increase your annual election for the current Plan Year. This Rollover feature, up to \$500.00, is available from Plan Year to Plan Year, as long as you are still employed.

### Do I need to use a special claim form to take advantage of the Rollover?

No, you do not. You may obtain a Flexible Spending Account Claim Form from TaxSaver Plan's website at [www.taxesaverplan.com](http://www.taxesaverplan.com). It is not necessary to designate which Plan Year you wish to receive reimbursement from; **it is automatic!**

### Do I have to wait until the Claims Run Out Period ends to receive my rollover funds?

In most cases, you will not see your Rollover funds in the Health FSA until after the Claims Run Out Period ends. TaxSaver Plan will send you a notice in the mail once the funds have been rolled over. However, if you incur and submit a claim or use your Health FSA Debit Card to pay for an expense incurred in the current Plan Year that exceeds your annual Health FSA limit in the current Plan Year, TaxSaver will apply funds available in the prior Plan Year, not to exceed \$500.00, to reimburse your eligible Health FSA claim in the current Plan Year. You will still not see the funds applied to your current Health FSA until after the Claims Run Out Period, but you will have access to them if your claim in the current Plan Year exceeds the amount you elected for the Health FSA.

### Will a Rollover amount from a General Purpose FSA have an effect on a Limited Purpose FSA?

No, you can roll General Purpose Health FSA funds into a Limited Purpose FSA and any HSA contributions will not be negatively affected as long as your Employer has amended the Plan to allow this option automatically.

### Who is TaxSaver Plan?

TaxSaver Plan is the company hired by your Employer to administer the FSA Plan.

### How do I receive reimbursement for expenses?

When you are ready to submit a reimbursement request (or substantiate a FSA Debit Card transaction), you will need to complete a claim form and attach your receipts and submit the documents to TaxSaver Plan via mail, fax, email or online. A receipt is defined as an itemized statement from a third party provider, including an EOB from an insurance company. Cancelled checks, credit card slips or any other form of self-substantiated receipt is not

acceptable and will be returned to the participant for more information.

The receipt requirement is mandated by the IRS and applies to paper claims and FSA debit card substantiation claims (if applicable). Claims from the pharmacy should include the name of the prescription, the date the prescription was filled, the name of the patient and the amount of the prescription.

All claims are scanned and maintained electronically. Please do not highlight documentation submitted. This distorts the image and often requires us to return the receipt for a clearer copy.

Services that have not been incurred cannot be reimbursed under the Plan regulations. Please do not submit expenses for reimbursement that have been prepaid.

You will be reimbursed for claims according to your Employer's reimbursement schedule and reimbursement process.

Claims Submission: claims can be submitted by one of the following methods:

<b>Mailed to:</b>	<b>Or faxed to:</b>	<b>Or emailed to:</b>
TaxSaver Plan	214-528-8122	claims@taxesaverplan.com
PO Box 609002		
Dallas, TX 75360		

You may also submit your FSA Claim online at [www.taxesaverplan.com](http://www.taxesaverplan.com) or through the TaxSaver Plan Mobile App.



### Website Access:

You may log into your account via the TaxSaver Plan website at [www.taxesaverplan.com](http://www.taxesaverplan.com). Click on Participant Login and enter your username and password. You can also view your account balance on this page.