



## **FLEXIBLE SPENDING ACCOUNT Frequently Asked Questions**

**What is a flexible benefit account?** An FSA or Medical Reimbursement plan allows employees to pay for certain expenses with pre-tax dollars. This saves the employees Federal income, State income and Social Security taxes on qualifying expenses.

**What expenses are eligible through flexible spending accounts?**

- Medical and dental deductibles and co-payments (the portion you are responsible for)
- Physical examinations, chiropractic expenses, orthodontics
- Vision expenses not fully paid by any vision plan
- Prescription drugs and insulin not paid by the medical plan

**What are some examples of expenses that are not covered?**

- Expenditures that are merely beneficial to the general health of the person
- Amounts compensated for by insurance, government agency or workers' compensation
- Cosmetic surgery, other than that needed to improve congenital abnormality, personal injury or disfiguring disease

**What happens if I do not use all of the money that I set aside each plan year?** Depending on your plan design you may have the option to carryover part of your remaining balance or use funds for a limited period the following year. Check your Summary Plan Description to understand how your plan works. With all plan designs there is risk that unused funds will be forfeited to the plan so you should be careful in making your election.

**Once I make an election, can I change that amount during the plan year?** Not unless you have a change of status during the year and the change in status must be consistent with the change in election you wish to make. Examples of status changes include marriage, divorce, change in the number of dependents, change in employment, etc.

**Do I have to submit receipts with my reimbursement request?** Yes, you must submit a statement from the provider describing the medical expenses and a receipt or insurance company explanation of benefits. Cancelled checks or credit card/debit card receipts are not acceptable proof of service.

**May I use the account to pay for health and dental expenses incurred last year that were not covered by the plan?** No, only expenses that are incurred during the plan year can be covered by the account. Expenses are incurred at the time the service is provided, not the time of payment.

**Which expenses may I pay through my account?** Any approved medical expenses that are not reimbursed under your insurance coverage.

**Can I also deduct these medical expenses on my income tax return?** No, you cannot deduct these expenses on your income tax return and also pay for them through this account.

**My insurance company paid for half of my bill. Can I withdraw the full amount of the bill from this account?** No, any portion of your expenses that has been paid by insurance under other plans cannot also be paid under this plan.

**Why would I want to pay these expenses under the company's FSA plan?** To save taxes that you currently spend on these expenses and to have more 'spendable' income available.

**Do I have to pay these taxes back at some future time?** No, the taxes you save under this program never have to be paid.

**Does participating in this plan affect the filing of my income tax return at year end?** No, your tax savings are adjusted on your W-2 Form and there is no extra work filing your income tax returns.

**If I'm not covered under the company's health insurance plan, may I still participate in the FSA Plan?** Yes, it does not matter where you are covered for health insurance. You may pay for any medical expenses not paid by group insurance for any family member under this plan.

**How do I get the pre-tax money that has been withheld from my paycheck?** You simply file a claim online ([myplans.cbiz.com](http://myplans.cbiz.com)), via the "Myplans" mobile app, fax, or mail with your itemized bill and paid receipt.

**How do I keep track of my contributions and the amounts that I have been reimbursed as the year goes on?** Participants will have access to view all plan information at anytime on, [myplans.cbiz.com](http://myplans.cbiz.com)

**What happens if I quit or am terminated from the company?** You may be able to continue to submit claims up to your termination date for reimbursement.

**Will my spouse have access to my account?** You as the participant will need to give us written permission to speak to your spouse on your account. We will accept an email or a fax that states "You have permission to speak to my spouse, \_\_\_\_\_, on my account."

