

# Health Care Flexible Spending Account

## Dependent Day Care Flexible Spending Account

### What are Flexible Spending Accounts?

Flexible Spending Accounts (FSAs) allow you to set aside money from your paycheck pretax to pay for out-of-pocket health care expenses, or for dependent child/adult daycare expenses while you work. When you pay less in taxes, you have more money in your pocket. Most people save at least 30% on each dollar set aside pretax. There are two accounts from which to choose:

- ◆ **Health Care FSA** Set aside pretax money to pay for medical, prescriptions, dental, vision, hearing and over-the-counter health care products for yourself, your qualifying spouse and children.
- ◆ **Dependent Day Care FSA** Set aside pretax money to pay for work-related child day care expenses and, in some cases, elder care expenses. This includes daycare, regular babysitting, before/after school care, nursery/preschool or summer day camp while you and your spouse (if married) are working.

**CAUTION! Do not put money into the Dependent Day Care FSA for health care expenses. The Dependent Day Care FSA is for work-related child or adult day care.**

### How much can I contribute to my FSAs?

Check your employer plan for the amount you can contribute to the Health Care FSA. You can set aside up to \$5,000 per household per calendar year for the Dependent Day Care FSA (\$2,500 if married and filing separate income tax returns).

### How do I submit claims and get reimbursed?

As you incur expenses, you can submit a claim to be reimbursed. ASIFlex offers several easy ways to submit claims for reimbursement. You do not have to choose only one option; you can use multiple options throughout the year.

- ◆ **ASIFlex mobile app** Download the app and log in to your account. Then, just snap a picture of your insurance plan explanation of benefits (EOB) statement, or itemized statement from your provider and submit a claim via the app. It's easy and it's fast!
- ◆ **ASIFlex Online** Sign in to your online account at ASIFlex.com to submit a claim.
- ◆ **Toll-free fax or mail** Download and complete a claim form. Then, submit it with your insurance plan EOB or provider itemized statement. Keep a copy for your records.

Reimbursements will be made to you within three business days following receipt of a complete claim. Log in to your ASIFlex account to sign up for direct deposit reimbursement to a bank account of your choice. You can also sign up for email and text alerts.

### Manage your account

Register your account at ASIFlex.com to see your account statement and balance, submit claims, sign up for email, text alerts and direct deposit.

### Check out over-the-counter (OTC) products

Bandages, blood pressure monitors, diabetic supplies, contact lens solution, and sunscreen are just a few of the eligible OTC items. Go to ASIFlex.com and click on the FSA Store link.

### Get the ASIFlex app!

- Submit claims.
- Submit documentation.
- Access your balance and account statement.

Search ASIFlex Self Service and download the app today.



### ASIFlex Customer Service

ASIFlex.com  
asi@asiflex.com  
P: 800.659.3035  
F: 877.879.9038  
P.O. Box 6044  
Columbia, MO 65205-6044



## How do I estimate expenses?

1. First, take a look at your prior year's out-of-pocket medical, dental and vision care expenses, as this is a good indicator of what you might anticipate for the next year.
2. Be sure to consider any recurring expenses that you may have, such as copays for monthly prescriptions or regular mail-order prescriptions, vision expenses such as contacts or contact lens solution, dental expenses such as monthly orthodontia payments, or even over-the-counter health care products you purchase on a regular basis.
3. Next, consider any planned expenses such as new eyeglasses, prescription sunglasses, dental implants or crowns, elective surgery such as laser eye surgery, or any planned surgery such as knee replacement.
4. Visit ASIFlex.com to view an extensive listing of eligible health care and dependent day care expenses. Also click the link to FSA Store which has thousands of eligible over-the-counter health care items.

If you have dependent day care expenses while you and your spouse (if married) work, be sure to consider the Dependent Day Care FSA. Just estimate your expenses for each month taking into consideration summer time, and vacation or holiday times when your day care needs may change.

## What else should I know?

The FSA plan is regulated by the IRS. There are a few simple rules to keep in mind:

- ◆ You do not have to pay federal income tax, FICA tax, and (in most cases) state income tax on pretax dollars.
- ◆ You can enroll each year, and make a new election each year during open enrollment.
- ◆ You can access your total elected amount for health care, even if you have not contributed all funds.
- ◆ You can access up to your cash balance for dependent day care expenses.
- ◆ Qualified expenses are eligible if incurred during your period of coverage. Incurred means the service was provided that gave rise to the expense, regardless when paid, billed or charged for.
- ◆ Each account is separate and distinct; you cannot take money from one account to put into the other account.
- ◆ You can use the health care funds to pay for your own health expenses, as well as health care expenses for your spouse and eligible children.
- ◆ Your election remains in effect for the plan year. However, you may be able to change your election mid-year if you have a qualifying status change as described in the plan.
- ◆ The FSA is a year-to-year account so you should set aside only what you know you will spend on a regular and recurring basis, or planned expenses that you know you will incur during the plan year.
- ◆ Unused funds are forfeited. You can avoid forfeitures by planning carefully and setting aside enough to pay for predictable and recurring expenses.

## Get your FSA information. Instantly.

You can manage your FSA anytime, anywhere! Register to access your **Account Detail** at ASIFlex.com.

- ◆ Sign up for email and text alerts
- ◆ Sign up for direct deposit reimbursements
- ◆ Access your account statement and balance
- ◆ Read secure messages sent to you from ASIFlex
- ◆ Submit claims

ASIFlex.com is an educational site as well. You can view an extensive listing of eligible expenses, read frequently asked questions, view educational videos, access claim and administrative forms, and access IRS forms and publications.

The screenshot shows the 'Account Detail' login interface. At the top, the title 'Account Detail' is in a large, blue, serif font. Below it, a subtitle in a smaller, blue, sans-serif font reads: 'File a claim, review your balance, and access your account statements.' The background is a light blue gradient. Below the subtitle is a dark blue horizontal bar. Underneath this bar are two input fields: 'Username' and 'Password', both in a small, blue, sans-serif font. To the right of each input field is a link in a smaller, blue, sans-serif font: 'Forgot your username?' and 'Forgot your password?'. Below the input fields is a green button with the text 'Sign in' in white, sans-serif font. Below the button is a link in a small, blue, sans-serif font: 'Need to set up a new online account?'. At the bottom is a dark blue button with the text 'Create an account' in white, sans-serif font.

For more information, view the employer plan document or visit ASIFlex.com to obtain IRS Publication 502, Medical and Dental Expenses and IRS Publication 503 Child and Dependent Care Expenses; a list of eligible expenses; and general plan information.