

City of Waupaca

Flexible Spending Account (FSA) Important Plan Information

Please review the following information in preparation for your FSA enrollment!

Upcoming FSA Plan Year: 10/1/2015 - 9/30/2016

Run-Out Period: You have until 11/29/2015 to **submit** claims for expenses *incurred* during the *current* Plan Year.

New! FSA Carry Over Your FSA plan allows you to carry over up to \$500 of unused funds from your Medical Reimbursement account to be spent in the following plan year!

Maximum Election Amount: Medical Reimbursement Account: \$2,550
Dependent Care Reimbursement Account: \$5,000
Independent Premium Feature: No Maximum

(Note: Group insurance premiums are deducted pre-tax automatically. Contact your employer's benefits representative if you have questions.)

FSA Deductions: Bi-Weekly 26
(Your plan year election will be divided by the number shown above.)

Reimbursement Schedule: Eligible claims received Friday by 9:00 a.m. will have reimbursements released the following Friday.

Reimbursement Method: Optional Direct Deposit **New participants** - please complete a direct deposit form and attach a voided check with your FSA Enrollment Form.

Email Claim Notifications: Email notifications will be sent to inform you of claims received, reimbursements issued or requests for additional information needed to process your claims. By providing your email address when you enroll, you will automatically receive these notifications.

Online Account Access: You may view account details including balance, claims and reimbursements and also access claim forms via the DBS website at **www.dbsbenefits.com**.

You will need the following PIN # to create an online account if you have not done so already: **WAUPACABENEFITS**

Enrollment Method: Paper enrollment form Return the completed form to your employer's benefits representative by the deadline below.

Deadline to Enroll: **09/21/2015**



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