

Fitchburg

Flexible Spending Open Enrollment Period

May 2, 2016 – MAY 13, 2016



BENNY CARD

When you sign up for the Medical/Dental Account you will receive a debit card which will contain the full amount you elected for the plan year ready for use on July 1st. You may use the debit card to pay for eligible expenses at the point of sale the pharmacy, doctor's office, dentist office, eye wear retailer, etc. This will mean real time use of your money without having to submit receipts for reimbursement.

Employees will be able to rollover a maximum of \$500.00 you must re-enroll the following plan year to rollover funds.

*Employees must re-enroll each new plan year as enrollment is not automatic.

What is Flexible Spending?

Flexible Spending Account plans are a tremendous opportunity for you to enhance your benefits package. Your employer knows that these are highly beneficial programs and wants you to have the opportunity to participate in an IRS Section 125/Flexible Spending Account Plan administered by Cafeteria Plan Advisors, Inc. (CPA, Inc.) for the plan year of July 1, 2016 to June 30, 2017. Most employees pay for expenses such as dependent care, medical/dental care on an after tax basis. These programs allow you to set aside a portion of your paycheck tax free to pay for those expenses. The result is a reduction in your taxable income, which will give you an increase in your take home pay. Don't miss out on this opportunity to save between 28-34% in taxes.

Medical/Dental Account – New Max/Rollover

Employees may set aside up to **\$2,550** per plan year to pay for out-of-pocket medical/dental expenses for themselves and their family members. Examples include:

- Copays for office visits and prescription drugs
- Orthodontia and other dental expenses
- Contact Lenses, eye glasses, laser eye surgery
- Visits for Chiropractic Care or Acupuncture

Dependent Care Account

Employees can set aside up to \$5,000 per plan year to pay for out-of-pocket dependent care expenses for children under the age of 13 or elderly parents. This includes:

- Day Care
- Before School Care & After School Care
- Summer Day Camp
- Elder Care

Although you can claim dependent care expenses when you file your taxes, in most cases, people are able to save more money this way. Please consult your tax advisor.

How to Enroll?

Current Participants – Re-enroll On-Line:

Current participants who have already set up their log in just click enroll in your consumer portal. Participants who have never set up their log in follow instructions below.

- Copy and paste this link: <https://cpaemployee.lh1ondemand.com>
- Username = (all lower case) first initial of first name, full last name and last 4 digits of SS# (**example: jsmith6266**)
- Password = enter your first initial, last name and last 4 of social again as you did above, click log in
- You will be prompted to change your password (**read carefully what the password must include**)
- Follow the commands to complete your enrollment process
- Employees who do not wish to enroll online can follow instructions below

New Enrollee's - Paper Enrollment:

- Log on to www.cpa125.com to download a form or use the enrollment form attached to this email
- Fax completed form directly to CPA, Inc. at 781-848-8477 , or scan form to info@cpa125.com or mail completed enrollment form directly to CPA, Inc., 420 Washington St, Suite 100, Braintree, MA 02184
- Call 781-848-9848 with questions

IMPORTANT - Please Note The Following:

- Due to a change in IRS regulations, the maximum amount allowed for Medical/Dental Accounts was adjusted to \$2,550 effective January 1, 2015.
- **Do not throw away your debit card!** If you re-enroll next plan year, the same debit card will be reloaded with your elected amount for that plan year. There is a replacement fee if you need to request a new card.
- You cannot change your elected amount during the plan year unless you have a qualifying event and notify CPA, Inc. within 30 days.
- If you do not use it you lose it. Please be conservative when deciding how much money to set aside for Medical/Dental and Dependent Care Expenses. If you do not spend your money by the end of the plan year, you could be in danger of forfeiting your money as you are only allowed to roll over a maximum of \$500.00.