

ASHLAND

Flexible Spending Account Open Enrollment

Deadline to enroll is June 10, 2016



EXCITING ADDITIONS TO THE HEALTH CARE ACCOUNT!!!!

- **DEBIT CARD**

When you sign up for the Health Care 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.

- **75 DAY GRACE PERIOD**

Your employer has elected to implement a grace period at the end of the plan year. This grace period will give enrollees in the health care account an additional 75 days (until September 13th) to spend any available balance in their accounts at the end of the plan year.

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 through June 30, 2017. Most employees pay for expenses such as dependent care and health 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.

The fee of \$60.00 will be paid by the Town of Ashland

Health Care Account

Employees may set aside **up to \$2,500** 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
- Deductible expenses
- 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. A Dependent Care Claim is required for reimbursement each plan year.

How to Enroll in your Flexible Spending Account

On-line Enrollment

- Current participants have the option to enroll online
- Go to www.cpa125.com and click on Employee Online Access
- If you **have not** logged in use the following in lowercase and do not use spaces
 - Username – first initial of your first name, last name, last 4 digits of your SSN
 - Password – same as above. You will then be prompted to change your password
- If you **have** logged in, your username remains first initial of your first name, last name, last 4 digits of your SSN and the temporary password you created. If you are unsure of the password you created, click on Forgot Password and a temporary password will be e-mailed to you
- Follow the commands to complete your enrollment process
- You will also receive an e-mail confirmation

Paper Enrollment

- Current and new participants have the option for paper enrollment
- Obtain an enrollment form from your HR or Payroll office
- Return completed form to Cafeteria Plan Advisors by June 10th
- Email info@cpa125.com or call 781-848-9848 with any questions

IMPORTANT - Please Note The Following:

- 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.
- Your plan year is 7/1/2016 – 6/30/2017 as this is a one year commitment. The plan DOES NOT renew automatically. If you would like to enroll, you need to do so before June 10th.
- The fee to be in the plan which will be paid by the Town of Ashland, is \$60.00 for the plan year.
- 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 Health Care 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. However, the implementation of 75 day grace period allows you 75 days past the end of the plan year to spend the money.