



# Flexible Spending Account Enrollment Form

**\*EMPLOYER MUST FILL-IN\***

Re-enrollment \_\_\_ New \_\_\_ Change \_\_\_  
 Effective Date \_\_\_\_\_  
 1st Deduction date \_\_\_\_\_  
 1st Deduction amount \_\_\_\_\_  
 Payroll Schedule **W B S M Q**

## I. EMPLOYEE INFORMATION - Please print clearly

Company Name: **Passaic Board of Education**

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB: \_\_\_\_\_ Gender:  Male  Female

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## II. EMPLOYEE ELECTIONS

|                                   | PER PAY PERIOD AMOUNT |          | NUMBER OF PAY PERIODS |   | PLAN YEAR AMOUNT                                |
|-----------------------------------|-----------------------|----------|-----------------------|---|---|
| Health Care Reimbursement Account | \$ _____ . _____      | <b>X</b> | _____                 | = | \$ _____ . _____<br>((\$2,000 max / \$1000 min) |

### I understand that:

- \* This election can only be changed or revoked during the Plan Year if I have a change in family status (including marriage, divorce, death of a spouse or child, birth or adoption, termination or commencement of employment of a spouse, or such other events as the Plan Administrator determines will permit a change, or revocation of an election). The new election must be consistent with the change in status, and must be applied for within 30 days of the change and is also subject to final approval by my employer.
- \* Any amounts remaining in my reimbursement accounts at the end of the year will be forfeited.
- \* This election will be automatically changed or cancelled, if necessary, to comply with provisions of the Internal Revenue Code or if required employer-sponsored benefit contributions increase or decrease.
- \* The maximum exclusion under a Dependent Day Care Reimbursement Account for married individuals filing a joint return is \$5,000.00 per calendar year. Married individuals filing separately will get a lower exclusion (\$2,500.00 per calendar year). I will talk to my tax advisor as the IRS Form 2441 must be filed with my personal income tax return.
- \* Salary contributed into one reimbursement account cannot be transferred, and used for expenses in any other account.
- \* A new enrollment form must be completed, and signed each plan year. If I do not complete, and return an enrollment form during open enrollment, I forfeit the opportunity to participate in the election choices listed above.
- \* The contributions I have elected will be made with pre-tax salary reductions, and that such reductions reduce my compensation for Social Security benefit purposes as well as Medicare taxes.
- \* The amount of salary reductions may not be claimed on my or my spouse's income tax returns.
- \* If my employment terminates, only medical expenses incurred through my period of coverage as defined in the plan can be considered for reimbursement.
- \* All claims submitted for reimbursement are subject to substantiation requirements, and I am required to, and agree to, provide documentation as requested.
- \* If the plan administrators determine that an expense I submitted for reimbursement was not a qualified expense under the plan documents, I shall immediately reimburse the plan for the entire amount of the unqualified expense. If I fail to timely reimburse the plan, I understand that amounts may be withheld from wages or from otherwise valid expenses under the plan in order to reimburse the unqualified expense.

## III. AUTHORIZATION AGREEMENT FOR ACH DEBITS/CREDITS - Please attach a copy of a voided check (not deposit slip)

- Check                       Direct Deposit                       Checking                       Keep my current Direct Deposit information.  
 Savings

- \* If a deposit slip is submitted to BAI, we will automatically change your method of reimbursement to check. If you are new and check off Direct Deposit but do not submit a check or you submit a deposit slip, your method of reimbursement will be changed to check.
- \* I, hereby, authorize Benefit Analysis Inc., to initiate debits and/or credits to or from my bank account listed on my check, and to debit and credit the same to such account with the agreement that the only debits to be made will be for the sole purpose of correcting a prior FSA reimbursement error. I acknowledge the origination of ACH transactions to or from my account must comply with the provisions of U.S. law.
- \* The authorization is to remain in full force and effect until Benefit Analysis Inc., has received written notification from the employee above.
- \* It may take up to 72 business hours to have your reimbursement appear in your account, depending upon the automated clearing house utilized by your bank. We suggest that you contact your bank to confirm when these funds become available in your account. Benefit Analysis, Inc. shall not be responsible for any checks, or other debt obligations you make whereby you have assumed these funds are available.
- \* If a direct deposit is returned to Benefit Analysis, Inc. we will charge a \$35.00 reissue fee assessed to the employee. If you do not attach a voided check we will assume you have elected to be reimbursed via check. If a check is lost or stolen, there will be a \$35.00 stop payment fee assessed to the employee to reissue the check.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date