

City of Revere

Flexible Spending Account Open Enrollment

Enroll now through November 30, 2015



- **DEBIT 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 January 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.

- **ROLLOVER OPTION**

Your plan includes the **\$500 Roll Over** option. Remaining (Medical) balances up to \$500 will roll over into the subsequent plan year. The rollover will occur "after" the current plan run out period of 90 days.

You must enroll in the subsequent plan year in order to utilize funds that are rolled over.

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.).

Most employees pay for expenses such as dependent care, medical/dental care on an after tax basis. Flexible Spending Accounts allow you to set aside a portion of your paycheck tax free to pay for those expenses incurred during the plan year. 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

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.

For more information please visit our website at www.cpa125.com

How to Enroll?

**Current participants who have already set up their log in can click on the “Enroll Now” button in their consumer portal. Participants who have not set up their log in may do so by following the instructions below.*

- Copy and paste this link: <https://cpaemployee.lh1ondemand.com>
- Username = in lower case – first initial of first name, full last name, and last 4 digits of SS#
- Password = same as above (if this is your first time logging in)
- You will be prompted to change your password
- Follow the commands to complete enrollment

New Enrollee’s/Alternative Enrollment Option:

- Log in to www.cpa125.com to download a form
- Fax completed form directly to CPA, Inc. at 781-848-8477
- Call 781-848-9848 with questions

PLEASE NOTE:

- 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 Cafeteria Plan Advisors, Inc. within 30 days.
- If your employment ends, your FSA ends. Claim submissions will be accepted for expenses with dates of service during the employment time in the FSA plan year.
- If you re-enroll into the Dependent Care Account and you would like to continue on-going, automatic reimbursements, you must complete a new Dependent Care Certification Form (claim form).

IMPORTANT INFORMATION REGARDING THE \$500 ROLLOVER

- Rollover Option – When you roll over funds to the next year, keep the following in mind:
 1. You must re-enroll to take advantage of the rollover.
 2. Funds cannot be rolled over until after the 90 day run out for the previous calendar year is complete. Once the 90 day grace period ends, funds will then be rolled over and available for use.