Using Your FSA Funds

Health FSA Funds: Your full election amount is available on the first day of the plan year.
Dependent Care FSA Funds: Your funds are available as they accumulate through payroll deductions.

“The FSA debit card makes it so easy! It’s pre-loaded with my Health FSA annual election amount and whenever I need to pay for a health care expense, I just swipe the card.”
   — Antonio, Providence, RI

The FSA Card
It may look like a typical debit or credit card, but the FSA card is a special benefits card pre-loaded with your full annual Health FSA election amount. You use the card to pay for IRS qualified expenses directly at the point of sale or when paying a bill. The card works in settings such as physician offices, dental and orthodontic offices, optometrists, pharmacies, chiropractors, urgent care centers, and hospitals*.
   *Two identical cards are mailed to your home address and additional sets of cards can be ordered.
   • The IRS requires you keep all original documentation** for purchases associated with the FSA debit card. Benefit Strategies may also request copies of your documentation to verify a debit card purchase.
   *If you are enrolled in the Dependent Care FSA, the card can also be used in dependent care settings. Just remember that the card will only work for an amount that does not exceed the available balance in your Dependent Care FSA account on that day.

Electronic and Paper Reimbursement Methods – 3 to 5 day typical turnaround time
Reimbursements are made payable to you, either by paper check or direct deposit. All reimbursement methods require you to submit documentation.**
   • Submit on-line through your secure account at benstrat.com
   • Download the Benefit Strategies mobile application to submit through your mobile device
   • Complete a paper claim form to submit via fax, secure email, or mail

**To be valid, documentation must include: date the expense was incurred, patient name (if applicable), amount of the expense after any insurance adjustment, provider name, service/product description.

FSA Account Resources

Your online account at benstrat.com
Through your secure online account you can file for reimbursement, upload documentation, set up text message alerts, view claims history, account balances, filing deadlines and more.
   • Go to benstrat.com and log in or follow the New User link to set up your User Name and Password.
   • You can also link to the login page from within HARVie: Compensation & Benefits > Health Benefits > Flexible Spending Accounts.

The Benefit Strategies mobile application
Download the Benefit Strategies mobile application for iPhone, Android, and tablet devices to access account information on the go!

Benefit Strategies Customer Relations Team, located in Manchester, NH
Our Customer Service Representatives are available:
Monday - Thursday 8:00 AM - 6:00 PM and Friday 8:00 AM - 5:00 PM (Eastern Time)
   • Telephone: 855-HVD-FLEX (language translators are available)
   • Online Chat: www.benstrat.com (look for the Get Help tab)
   • Email: hvdflex@benstrat.com

Flexible Spending Accounts (FSA)
   • Health Care Reimbursement Account (Health FSA)
     For your out-of-pocket medical, dental, vision and hearing expenses. You and your dependents do not have to be covered under your employer’s medical plan for you to be eligible to participate in a Health FSA plan for your family’s out-of-pocket health care expenses.
     • Dependent Care Assistance Account (Dependent Care FSA)
       For your expenses related to dependent day care such as after school child care.

Why enroll in an FSA?
   • Give yourself a raise! Increase your spendable income by reducing the amount you pay in taxes.
     Our participants save approximately $27 in taxes for every $100 they set aside in an FSA.
   • Easily budget for the cost of health care expenses.

“The first year I heard about the FSA, I wasn’t sure about it. I decided to sign up for just enough to cover a pair of glasses I knew I needed. Using the plan was so easy, plus I saved money. The next year I tripled my election amount, and I still spent all of it well before the plan year ended!”
   — Jennifer, Boston, MA
The FSA Advantage
If you are spending money on health care expenses such as:
- Copays • Coinsurance • Deductibles • Dental Work • Eye Glasses and Contact Lenses • Orthodontia • Other medical, dental, vision and hearing products and services

Or dependent care expenses such as:
- Child care away from home • Child care in your home • Before and After School Programs • Summer day camps • Adult day care

Then you can benefit from an FSA!

Here’s how it works:
1. Decide if you want to enroll in the Health FSA, the Dependent Care FSA, or both.
2. Determine how much you spend annually on health care and dependent care expenses.
   - Use our Election Worksheet and Eligible Expenses handout or our Tax Savings Calculator on benestrat.com to help determine your expenses.
   - Refer to page 3 of this brochure for minimum and maximum annual election amounts.
   - Important: Because you are receiving pre-tax treatment on the FSA funds, IRS regulations require that funds be spent within the time frame your plan specifies or you lose access to them. Make a conservative election; only consider expenses you and your family expect to incur.
3. Your employer divides your annual election by the number of pay periods in the plan year.
   - This amount is payroll deducted each pay period on a pre-tax basis throughout the year.
   - Having your FSA deductions come out of your pay pre-tax is like giving yourself a raise!
   - You avoid paying: • Federal income tax • FICA taxes • State income tax (in most states)
4. Access your FSA funds throughout the plan year to pay for eligible expenses.
   - Use the FSA debit card
   - Submit for reimbursement through one of our quick and convenient reimbursement methods

Example of Tax Savings Through An FSA

<table>
<thead>
<tr>
<th></th>
<th>Before Enrolling In An FSA</th>
<th>After Enrolling In An FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Earnings</td>
<td>$60,000</td>
<td>$60,000</td>
</tr>
<tr>
<td>Annual FSA Election Amount</td>
<td>$0</td>
<td>$2,000</td>
</tr>
<tr>
<td>Taxable Income</td>
<td>$60,000</td>
<td>$58,000</td>
</tr>
<tr>
<td>Approximate taxes paid</td>
<td>($16,710)</td>
<td>($16,153)</td>
</tr>
</tbody>
</table>

Annual tax savings/increase in spendable income by enrolling in an FSA: $597

*Assumes 15% Federal Income Tax, 5.2% State Income Tax, 7.65% FICA Tax

Understanding the Health FSA
Health FSA funds can be used for health care expenses incurred by:
- You, your spouse, and your dependents up to age 26

One of the biggest advantages of the Health FSA is that you have access to your full annual election amount on the very first day of the plan year!

Eligible expenses include associated costs with medical, dental, orthodontia, vision and hearing products and services, such as:
- Visits, procedures and services • Equipment/supplies • Laboratory tests • Imaging (i.e., MRI, CT scan) • Prescription medications • Over-the-counter supplies • Prescribed over-the-counter medicine and drugs

You can use the Health FSA for your own and your family members’ expenses, even if you and your dependents are not enrolled in your employer’s medical plan.

Refer to the Eligible Expenses handout for a list of common eligible items, or view an expanded list on benestrat.com.

Minimum Annual Election Amount = $120
Maximum Annual Election Amount = $2,650

Understanding the Dependent Care FSA
Dependent Care FSA funds can be used for dependent care expenses you incur so that you (and your spouse if married) can be gainfully employed or attend school full-time.

To be eligible, the dependent must be your tax dependent who is:
- Under the age of 13
- Age 13 or older if physically or mentally incapable of self-care and residing in your home at least half the year

Eligible Providers and Settings:
- Day care centers and nursery schools
- Summer day camps
- Before/After school programs
- Babysitters including nannies, inside or outside the home
- Relatives must be over 19 and not able to be claimed on your federal tax return. Non-relatives can be under the age of 19.
- Adult day care centers

Ineligible expenses include kindergarten, private school tuition, educational classes, and overnight camps.

As funds accumulate in your Dependent Care account through payroll deductions, you can submit for reimbursement.

Dependent Care FSA compared to IRS Child Care Credit:
- In most cases, a combined family Adjusted Gross Income of $40,000 and higher will see a greater tax savings through a Dependent Care FSA than the IRS Child Care Credit. A Dependent Care FSA and IRS Child Care Credit Comparison Chart can be found at benestrat.com. Consult with a tax advisor for details on your particular tax situation.

Minimum Annual Election Amount = $120
Maximum Annual Election Amount = $5,000 ($5,200 if married and filing separately)