

# FLEXIBLE SPENDING ACCOUNTS (FSA) (OPTIONAL BENEFIT)

Looking for a way to save money on healthcare and/or dependent day care? Flexible Spending Accounts (FSAs) save you money by reducing the taxes you pay. Your FSA contributions are deducted from each paycheck before federal FICA. So in effect, you do not pay taxes on your eligible FSA expenses.

## HOW DOES AN FSA WORK?

FSA contributions are deducted from your paycheck on a pre-tax basis according to your annual election amount. Once you have elected your annual deductions, you cannot change your elections under most circumstances.

When you have an eligible healthcare or dependent day care expense, you can pay for it with tax-free money. The accounts are not connected: you pay for healthcare expenses and dependent day care expenses with separate accounts.

You may use money in your FSA to pay for eligible expenses incurred by you, your spouse, and your dependents. You and/or your dependents do not have to be enrolled in the medical plan to participate in the healthcare FSA.

## REIMBURSEMENTS

You can use your FSA debit card to pay for healthcare expenses at the point of purchase at pharmacies and many other authorized retailers and providers. The debit card lets you pay for eligible expenses directly from your healthcare FSA so you do not have to wait for reimbursement.

If a provider doesn't accept your FSA debit card, you'll need to file a manual claim by completing a simple form and attaching a copy of your receipts to get reimbursed. If you file online, a claim form is not required, just a copy of the itemized receipt from your health care or dependent care provider. Manual claims are generally processed within one to two business days.

Keep your receipts! In the event Benefit Administration Company or the IRS requires documentation for a purchase made with the benefits debit card, it is your responsibility to provide the detailed copy of your store receipt (not just a credit slip stating dollar amount).

You may request the debit card or claims form by calling or emailing Benefit Administration Company at 206.625.1800, extension 307, [flexcs@baclink.com](mailto:flexcs@baclink.com). The debit card is provided only for healthcare expenses and not available for the Dependent Care FSA.

Log in at <https://bac.wealthcareportal.com> to manage your FSA account or download the mobile application at the Apple Store or Google Play Store.



## MAXIMUM CONTRIBUTIONS

Healthcare FSA: \$3,050

Dependent Care FSA: \$5,000 for single employees or married employee filing jointly. \$2,500 for married employees filing separately.

## CARRY OVER

The maximum carryover from 2023 to 2024 is \$610 for a Healthcare FSA. A Dependent day care FSA does not carry over. Plan your election Accordingly!