

Dear University of Rochester Employee,

Due to the current COVID-19 pandemic, the University has extended the FSA run-out period deadline from April 29, 2020 to May 31, 2020. Our records indicate you may currently have a balance greater than \$15.00 in your FSA account for the 2019 plan year. To limit loss of your funds, follow the steps below.

Maximize your FSA contributions:

- Check your available balance on your vendor's website - [Lifetime Benefit Solutions](#) or [Payflex](#)
- Review [Publication 502](#) for a list of qualifying expenses
- Evaluate your 2019 FSA qualified medical expenses
- Submit your claims online through your vendor or fill out a [paper form](#)

As a reminder, for an expense to apply to your 2019 balance, the expense would need to have occurred between January 1, 2019 to December 31, 2019. Also, if you elected to contribute to a Health Care or Limited Purpose FSA in 2020, then a maximum of \$500 from your 2019 funds will roll over to your 2020 balance.

If you have additional questions, please call your vendor: Lifetime Benefit Solutions at 800-327-7130 or Payflex at 1-888-678-8242.

Thank you,

Office of Total Rewards

This Summary of Material Modifications ("SMM") is intended as a non-technical summary of certain provisions of the FSA plan, so it does not contain all the details. It modifies the information set forth in the FSA plan's summary plan description (SPD) that was previously provided to you. Please keep this document with your copy of the SPD for future reference. As is true with all of its benefits plans, the University reserves the right to amend or terminate the FSA plan at any time. In the event of a discrepancy between this SMM and the official plan documents, the plan documents will prevail.

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