

## **Flexible Spending Account Election of Reimbursement & Compensation Reduction Agreement**

By electing a Flexible Spending Account (including a Health Care FSA, Dependent Care FSA, and Limited Purpose FSA), an employee agrees that their cash compensation will be reduced by the amount set forth in the FSA section of the employee's elected enrollment. This contribution will be pro-rated for each pay period of 2025 (or during such portion of the year that remains after the date of this agreement).

Up to \$640 of Health Care or Limited Purpose FSA account balances from 2024 will be carried over to 2025 for use on eligible 2025 expenses. To be eligible for the Health Care or Limited Purpose FSA rollover, an employee must elect a Health Care or Limited Purpose FSA account during Open Enrollment for 2025 and maintain an active account. If an employee does not elect a Health Care or Limited Purpose FSA during Open Enrollment for 2025, funds remaining in an existing Health Care or Limited Purpose account as of 12/31/2024 will be forfeited.

### **Health Care FSA**

#### Eligibility

You are eligible to contribute to a Health Care FSA if you are a benefit-eligible employee that:

- Waived health coverage; OR
- Enrolled in the PPO Plan; OR
- Enrolled in the HSA-Eligible Plan and are not contributing to an HSA (if you are contributing to an HSA, see Limited Purpose FSA below)

#### Covered Expenses

You may use your Health Care FSA to reimburse qualified out-of-pocket medical, dental, prescription, or vision expenses. A complete list of qualifying expenses can be found in [IRS Publication 502](#).

#### Contributions

The maximum amount you may contribute in 2025 is \$3,200 (minimum election is \$100). At the end of the year, employees are eligible to roll over up to \$640 to the next year as long as a Health Care or Limited Purpose FSA is elected during Open Enrollment for the following year (minimum election is \$100). If an active election to contribute is not made at that time, unused funds from the previous year will be forfeited.

## Limited Purpose FSA

### Eligibility

You are eligible to contribute to a Limited Purpose FSA if you are a benefit-eligible employee that enrolled in the HSA-Eligible Plan and are contributing to an HSA.

### Covered Expenses

You may use your Limited Purpose FSA to reimburse qualified out-of-pocket dental and vision expenses. Once the Tier 1 Plan [deductible](#) has been met, you may also use your Limited Purpose FSA for qualified medical and prescription expenses. A complete list of qualifying expenses can be found in [IRS Publication 502](#).

### Contributions

The maximum amount you may contribute in 2025 is \$3,200 (minimum election is \$100). At the end of the year, employees are eligible to roll over up to \$640 to the next year as long as a Health Care or Limited Purpose FSA is elected during Open Enrollment for the following year (minimum election is \$100). If an active election to contribute is not made at that time, unused funds from the previous year will be forfeited.

## Dependent Care FSA

### Eligibility

You are eligible to contribute to a Dependent Care FSA if you are a benefit-eligible employee that:

- Has a dependent child under age 13 that is claimed as tax-dependent; OR
- Has a tax-dependent adult

### Covered Expenses

You may use your Dependent Care FSA to reimburse qualified daycare expenses for eligible dependents. A complete list of qualifying expenses can be found in [\*\*IRS Publication 503\*\*](#).

### Contributions

The maximum amount you may contribute in 2025 is \$5,000 for individuals or married couples filing jointly, or \$2,500 for a married person filing separately. At the end of the year, employees are eligible to rollover any unused funds.

## Using my FSA

There are a few options for using the savings in your FSA towards qualified medical expenses.

### FSA Health Spending Card

If you're enrolled in a Health Care or Limited Purpose FSA, you have the option to utilize your FSA Health Spending Card to pay for qualified medical, dental, prescription, vision, and over-the-counter expenses. For any questions regarding your FSA Health Spending Card, please contact [Lifetime Benefit Solutions](#). Please note that the FSA Health Spending Card cannot be used for Dependent Care FSA expenses.

### Manual reimbursements

If you are unable or choose not to utilize your FSA Health Spending Card to pay for qualified medical, dental, prescription, vision, and over-the-counter expenses, you must submit a manual claim, you must submit a claim for each qualified expense that you would like to receive reimbursement for. You may either:

1. Use your [Lifetime Benefit Solutions](#) online account to submit claims electronically; OR
2. Use a [paper form](#) to submit claims.

### Direct deposit

Use your online account or a [paper form](#) to set up direct deposit of reimbursements into your bank account with your vendor.