Flexible Spending Accounts Save You Money!

cis benefits
www.cisbenefits.org

Flexible Spending Accounts (FSAs) allow you to set aside money from your paycheck on a pre-tax basis to pay for medical and child/elder care expenses. That means you do not have to pay federal, and in most cases, state income tax, or FICA taxes on those dollars…which means you have more money in your pocket! Most people can save at least 25% on each dollar that is set aside, for expenses they are paying for anyway!

The FSA is easy to manage, and you can take advantage of the spending accounts by following three easy steps:

1) Review your expenses for medical and/or child/elder care for the previous year. Make note of what you spend on regular, planned expenses, and what expenses you may incur in the coming year.

2) Sign up for the FSA during open enrollment.

3) Submit claims to ASIFlex for reimbursement of your expenses.

That's it!!

Estimating your annual election amount can be the most difficult part of the process, but even this is pretty easy! ASIFlex offers the following tips and tools to help!

First, take a look at your prior year's expenses, as this is a good indicator of what you might anticipate for next year.

Then make a list of your predictable or recurring expenses that you know you have, such as annual deductible, monthly prescriptions, contact lens supplies or ongoing childcare costs. Next, think about any other anticipated expenses you plan to incur next year, such as eyeglasses or orthodontia.

Finally, you can use resources on the ASIFlex website (www.asiflex.com) to help you through the process.

- Review ASIFlex's Eligible Expense list as a reference of the hundreds of eligible expenses.
- Use the ASIFlex expense estimator and the tax savings calculator to see your savings!

Remember that the more you set aside, the more you save, so it is to your advantage to do a thorough review of your expenses.

There are two types of accounts

The **Health Care FSA** lets you use pre-tax dollars to pay for out-of-pocket medical, dental, vision and hearing expenses for you, your spouse and any of your dependents — even if they aren't covered by your health insurance plan(s). There are hundreds of eligible expenses, including co-pays, deductibles, over-the-counter medications, prescription drugs and many more. Check the Eligible Expense list at www.asiflex.com for more information.

You can contribute up to $2,850 for health care expenses for 2023. You can use these dollars for eligible expenses you and your eligible dependents incur throughout the year. And your full annual election is available to you on the first day of your plan year!

The **Dependent Care FSA** is generally used for work-related childcare expenses, but you can also use DC FSA money to pay for work-related expenses for older tax dependents who are not capable of self-care. Eligible expenses include daycare, summer day camps (overnight camps are NOT eligible), babysitting, before and after school care, nursery school and pre-kindergarten expenses that are primarily for the protection and well-being of the dependent.

You can contribute up to $5,000 per household, per calendar year ($2,500 if married and filing separate income tax returns).

Don't forget…

Remember that your FSA election is fixed for the next plan year once open enrollment closes — unless you experience a qualified mid-year status change — so please take time to determine your annual election amount. For the Dependent Care FSA, unused funds are forfeited. For the Healthcare FSA, you can carryover up to $570 of unused healthcare funds into the following plan year (2024). If you do not re-enroll in the Healthcare FSA for the 2024 plan year, any carryover dollars will be forfeited if expenses are not incurred by the end of that year. If you re-enroll, the time limitation for 2023 does not apply. You can avoid forfeitures by planning carefully and setting aside money only for predictable and recurring expenses that you know you will have. So, take your time and make an informed decision regarding how much to set aside in the Health Care and/or Dependent Care FSA.

Remember, the FSA helps you avoid paying taxes, which means you have more spendable income in your pocket! If you have questions, contact ASIFlex! We're here to help!

Commuter Benefits

Parking Reimbursement Account

Mass Transit/Vanpool Reimbursement Account

You can save 25% and more on your work-related Transit and Parking expenses!

Transit & Parking FSA enrollment only available if offered by your employer

What are Commuter Benefits?

Commuter Benefit accounts allow you to set aside money from your paycheck pretax to pay for work-related commuting expenses. When you pay less in taxes, you have more money in your pocket. Most people save at least 30% on each dollar set aside pretax.

The commuter accounts are month-to-month accounts for parking and mass transit/vanpooling expenses. You can sign up, change your contribution amount, or terminate your account once a month. As you incur expenses, you can submit a claim to be reimbursed with pretax dollars.

What expenses are eligible?

Eligible expenses are those you incur to park at or near your place of employment, or to commute to and from your place of employment.

- **Parking** at or near your place of employment such as a garage or metered street parking, or parking at or near a transit station from which you commute.
- **Mass Transit/Vanpool** Bus, ferry, rail, monorail, streetcar, trolley, train, subway or vanpool.

Vanpool is a highway vehicle with seating capacity of at least six adult passengers. At least 80% of the mileage must be for commuting and the number of employees transported must be at least half of the adult seating capacity. Eligible expenses do not include bicycle or repairs, non-work-related parking or transit/vanpool expenses, gas or fuel, tolls, or vehicle repairs.

How much can I contribute to the accounts?

The monthly limits are set by the IRS each year and may change. Limits for 2023 are:

- **Parking Reimbursement Account** — $270 per month
- **Mass Transit/Vanpool Reimbursement Account** — $270 per month

Manage your account

Register your account at ASIFlex.com to see your account statement and balance, submit claims, sign up for email, text alerts and direct deposit.

ASIFlex Customer Service
ASIFlex.com
asi@asiflex.com
P: 800.659.3035
F: 877.879.9038
P.O. Box 6044
Columbia, MO 65205-6044

How do I submit claims and get reimbursed?

As you incur expenses, you can submit a claim to be reimbursed. ASIFlex offers several easy ways to submit claims for reimbursement. You do not have to choose only one option; you can use multiple options throughout the year.

- **ASIFlex Online** — Sign into your online account at ASIFlex.com to submit a claim.
- **Toll-free fax or mail** — Download and complete a claim form. Then, submit it with your parking or transit itemized statement. Keep a copy for your records.

Reimbursements will be made to you within three business days following receipt of a complete claim. Log in to your ASIFlex account to sign up for direct deposit reimbursement, email and text alerts.

For more information view the employer plan document or visit ASIFlex.com for general plan information.

The ASIFlex Card Things to Know

WWW.ASIFLEX.COM

Use of the Card is Not Paperless

That's right! **Use of the debit card is not paperless.** In many cases, IRS regulations require you to submit back-up documentation to substantiate certain transactions. Following are some tips regarding use of the card.

How to Use the Card

Co-Pays — The card works great for flat-dollar prescription or office visit co-pays under your employer plan. Keep your prescription pharmacy receipts and ask for an itemized receipt for office visit co-pays (be sure it says office visit co-pay). You will be asked to submit documentation for percentage co-pay and coinsurance amounts.

Mail-Order Prescriptions — Simply provide the card number and expiration date to the pharmacy benefit manager once, and you're set! Keep your itemized mail order statement.

Know your balance! Check your account balance online or via the mobile app.

Over-the-Counter (OTC) Medicines and Health Care Products — You can purchase many OTC products using the card provided the merchant maintains an inventory system to identify FSA-eligible products. Keep the merchant itemized receipt.

If You Have Insurance — Ask your provider to submit to insurance first. Do not use the card at the time of service. After receiving the insurance plan Explanation of Benefits (EOB) or an itemized bill from the provider, you can use your card to pay the balance provided you do this within the plan year. Keep a copy of the EOB or provider itemized statement of service as you will be asked to provide this information.

Manage your account and read messages sent to you and posted to your secure message center.

If You Do Not Have Insurance — Present your card for payment and ask the provider for an itemized statement of service as you will be asked to submit this information. This itemized statement must include the provider name/address, patient name, date of service, description of the service/product, and the dollar amount owed.

Each time you use the card, ask the provider for an itemized statement of service.

Your Responsibility When Using the Card

Keep Documentation — Always ask for and keep copies of all itemized statements of service (not the credit card receipt) each time you use the card. Health care providers do not automatically provide this, so it is your responsibility to ask for it. IRS regulations require you to provide this information for many expenses including hospital, lab, physician, dental and vision expenses.

Use an envelope or file to store your itemized statements and EOBs. ASIFlex will notify you if this documentation is needed. If you do not provide the requested information, the IRS requires that the card be deactivated, and you may have to pay the outstanding amount back to the plan.

You Must Comply with IRS Regulations — Use of the card is regulated by the IRS. You must use the card only for qualifying expenses, and you must submit back-up documentation when requested to do so.

Other Claim Options

If you don't like using the card, you have several ways to submit claims. The choice is yours and you don't have to choose just one!

***ASIFlex Mobile App** — Download the free app; snap a picture and submit via the app! You can also check your balance any time!*

***ASIFlex Online asiflex.com** — Scan your documentation and sign into your account to submit online! Read your messages here and manage your account preferences.*

***Toll-Free Fax or USPS Mail** — Download a claim form, complete and fax or mail with your documentation. Keep a copy for your records*

ASIFlex
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www.asiflex.com
Programs Tab
Debit Card

Insurance Pays First — Do not use the card at the point of service for expenses that may be covered by insurance. Wait until you receive the insurance plan EOB, and you can use the card to pay the balance at that time, provided it is within the same plan year. Otherwise, snap or scan a picture of the EOB and submit a claim via mobile app or online.

Read Your Messages — You're responsible for managing your account and reading and responding to messages sent to you and posted in your secure message center. Be sure to create your online account at asiflex.com.

What to Do if You Receive a Request for Documentation

1. Respond as soon as possible. Create your online account and sign in at asiflex.com or via the mobile app and read the secure message.
2. Just follow the instructions and provide the insurance plan EOB or an itemized statement of service. (Do not provide the credit card receipt.)
3. Submit online, via mobile app, toll-free fax or mail as soon as possible.

Reasons the Card May Not Work

Insufficient Funds — If you attempt to use the card for an amount that exceeds your available balance, the card will decline. Know Your Balance! Use the ASIFlex Mobile App or go online at asiflex.com to check your balance from anywhere, anytime!

Deactivated — If you fail to provide documentation when requested, the card may be deactivated. Check your account balance statement to see what transactions require back-up documentation. Transactions needing back-up documentation are highlighted in yellow, pink or red on your account balance statement.

Invalid Merchant — The card is limited-use and accepted at health care providers that accept VISA®. It is not valid at gas stations, restaurants, department stores, etc.

Merchant Problem — The merchant may encounter problems with their own terminal or may be using a merchant code that is something other than health care. For example, some teaching hospitals use an educational merchant code, which would cause the card to decline.

Never Activated — If you did not activate the card when received, it will decline.

Create Your Online Account

If you have not done so, be sure to set up your online account! Just go to asiflex.com and click on the "Online Access/Account Detail" Tab, then click "Participant/Account Detail," then "Create an Account" and follow the instructions. You can submit claims, check your account balance, view your account balance statement, and change your settings for direct deposit, email or text alerts right from your account!

To order a debit card, just click on the card image and locate the "FSA Debit Card Application" form. Fill out and submit the form to ASIFlex. A set of two cards are mailed to your home address within 2-3 weeks.

Remember that you are responsible for managing your account and reading and responding to messages sent to you.

Get the ASIFlex Mobile App

ANDROID APP ON Google play

Available on the App Store

Once you create your online account, download the ASIFlex Mobile App. It's free and available online at asiflex.com, or through Google Play or the App Store.

You can check your account balance statement right from your phone or mobile device 24/7! You can also submit claims right from the doctor's office or from the pharmacy! It's fast! It's easy!