

# Healthcare FSA

## Smart, simple savings



### What is a Healthcare FSA?

A Healthcare FSA is a Flexible Spending Account that allows you to set aside money on a pre-tax basis for eligible healthcare expenses. This means that you could save about \$.30 on every dollar you contribute! The amount that you choose to contribute is taken out of your paycheck in equal amounts each pay period, making it easy to save for out-of-pocket expenses that you have during the plan year. Consider an FSA...it's a smart way to pay!

Keep in mind, the Healthcare FSA allows you to pay for eligible medical, dental, prescription, vision and/or hearing expenses that are not covered by insurance. Eligible expenses include, but are not limited to:

- Copays, coinsurance and deductibles
- Dental treatment (excluding cosmetic treatment)
- Eyeglasses & contact lenses
- Hearing aids
- Laser eye surgery
- Over-the-counter (OTC) items\*
- Orthodontia
- Physical therapy and chiropractic care
- Prescriptions

OTC medicines and drugs require a written prescription from your doctor in order to get reimbursed through an FSA. However, there are many OTC items that do not require a prescription to get reimbursed such as:

- Band-aids, elastic bandages & wraps
- Braces & supports
- Contact lens solution & supplies
- Denture adhesive
- Diagnostic tests & monitors
- First aid supplies
- Insulin & diabetic supplies
- Ostomy products
- Reading glasses
- Wheelchairs, walkers & canes

**Quick Tip:** View a listing of eligible expenses

Go to [HealthHub.com](#) > Employee Account Login > Eligible Expense Items

### Why should I enroll in an FSA?

An FSA can help reduce your taxes and increase your take-home pay—giving you extra money for the things you really want. Your taxes are reduced because you are not paying federal income or social security taxes on the money placed in an FSA. On average, an FSA could save you between 23-30% in taxes depending on your contribution...so enroll today to start saving!

| Annual Salary | Healthcare FSA Annual Contribution | Savings |
|---------------|------------------------------------|---------|
| \$20,000      | \$1,500                            | \$310   |
| \$40,000      | \$2,000                            | \$413   |
| \$60,000      | \$2,500                            | \$517   |

*\*based on 5.65% FICA and 15% federal tax*

### Getting started is as easy as 1, 2, 3!

1. Decide if you want to enroll in a healthcare FSA.
2. Determine your contribution amount by reviewing your previous year's expenses and utilize the planning tools available online at [HealthHub.com](#).
3. Calculate your paycheck deductions for each pay period by dividing your annual contribution by the number of pay periods in your plan year (e.g., 12, 24 or 26).

**Quick Tip:** If you're a new participant, register online

Go to [HealthHub.com](#) > Employee Account Login > Register Now

#### My HealthHub Resources: Education & Planning Tools

- **Savings calculator** - to help you estimate your healthcare expenses
- **Digital library** - designed to help you understand FSAs
- **Educational materials & forms** - to better assist you with your spending account

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### Quick Tip: Enroll in direct deposit

Login to [HealthHub.com](#) > Financial Center > Enroll in Direct Deposit

### Getting reimbursed is quick & simple!

- If your employer offers the PayFlex Card<sup>®</sup>, powered by MasterCard<sup>®</sup> you can use your card to pay for eligible expenses for automatic deduction from your FSA.
- If you pay for eligible expenses using cash, check or personal credit card, simply submit a claim for reimbursement online or complete a paper claim and fax or mail to PayFlex.
- Remember to save all of your receipts and Explanation of Benefits from your insurance provider, because you will be required to provide documentation to PayFlex for reimbursement of your claims and occasionally for card transactions.

#### Reimbursement Methods

**Online:** [www.HealthHub.com](#)

**Fax:** 402.231.4310

**Mail:** PayFlex Systems USA, Inc.  
P.O. Box 3039  
Omaha, NE 68103-3039

### Quick Tip: Download a claim form

Go to [HealthHub.com](#) > Employee Account Login > My HealthHub Resources > Administrative Forms

### Stay connected with HealthHub<sup>®</sup> *eNotify*

Sign up for *eNotify* and receive email notifications or web alerts for updates regarding your account(s). Simply login to [HealthHub.com](#), click on **My Settings** at the top of the page, and select **Notifications / Email Address** to customize your alerts.

#### PayFlex Mobile<sup>™</sup>

PayFlex Mobile<sup>™</sup> application makes it easy to access your account balance(s), claims activity, a listing of eligible expenses and much more. You can even submit a claim by taking a picture of your documentation! PayFlex Mobile<sup>™</sup> is a FREE app available only for iPhone<sup>®</sup>, Blackberry<sup>®</sup>, and Android<sup>™</sup> smartphones. To learn more, login at [HealthHub.com](#) and select **PayFlex Mobile<sup>™</sup>** on **My Dashboard**.

### What you need to know about an FSA

- You may only determine your contribution in an FSA during annual enrollment or when you first become eligible.
- Once you establish your plan year contribution, you may only change it if you experience a change in status and your employer allows and approves the change. This may include a change in one of the following conditions:
  - Legal marital status (marriage, divorce, legal separation, annulment or death of a spouse)
  - Number of tax dependents (birth, adoption or death)
  - Employment status that affects eligibility
  - Dependent satisfying or ceasing to satisfy coverage requirements (reaching limiting age, gain/loss of student status, marriage)
  - To apply for a change, you must complete a change-election form through your employer's Human Resources/Benefits department within 30 days of the date of the event.
- Each individual, allowed to use your healthcare FSA contribution generally includes:
  - Your spouse;
  - Your child younger than age 19 OR, under age 24 and a full-time student;
  - Your adult children, up to age 26 (check with your employer to confirm before making your plan year election);
  - An individual (at any age) who is permanently and totally disabled whom you are claiming as dependent on your federal tax return.
- **Remember**, any amount left in your healthcare FSA at the end of the plan year will be forfeited.
- If your employer offers a "grace period", you will be allowed an additional 2 ½ months after the end of your plan year to use your FSA dollars.  
**For example:** if your plan year ends on December 31, your employer will allow expenses to be incurred through March 15.
- Any claims that were incurred during the plan year must be submitted for reimbursement by the end of your run out period.
- This date is established by your employer and is generally 90 or 120 days after the end of your plan year

### Questions?

Contact Customer Service at 800.284.4885, 7am-7pm, Monday – Friday and Saturday 9am-2pm CT.