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| 291 S. Lambert Road, Suite 4, Orange, CT 06477 Phone: (203) 876-1660 Fax: (203) 877-9558 Stirlingbenefits.Wealthcareportal.com  |

## 2022 SIMSBURY PUBLIC SCHOOLS FLEXIBLE SPENDING ACCOUNT (FSA)

## ENROLLMENT FORM

***(Return this form to Terri Heintz, BOE Central Office by 12/10/21)***

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| **Simsbury Public Schools** | [x] 12 Month Plan Year[ ] Short Plan Year | **To be completed by Employer** |
|  |  | Employee Effective Date for Plan: **01/01/2022**Date of first Payroll Deduction: **01/14/2022** | For 25% Concentration Test - Is this employee considered a:Key Employee [ ]  Yes [ ]  NoHighly Compensated [ ]  Yes [ ]  No |
| **Employee’s First Middle Last Name** | **Employee Social Security Number** |
| **Employee’s Address: Street, City, State, Zip** | **Home Phone** | **Cell Phone** |
| **Employee Birth Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mo / Day / Year | **Gender**[ ]  Male [ ]  Female |  **Marital Status**[ ] Single [ ] Married |
| **(Required)** **Employee E -mail Address for Plan notices and communications**You may access your FSA Account online at: <https://www.mywealthcareonline.com/stirlingbenefits/>or download our **Mobile app – Search Stirling Benefits** | Complete for additional debit card(s):  Spouse/Dependent(18-26 years of age) Name Social Security Number Date of Birth ***Spouse and dependent debit cards will automatically have access to FSA Funds. Please Note: If you previously requested additional debit cards for your spouse or dependents, their debit card will automatically have access to new Plan Year elected funds. Please call our office to communicate changes.*** |

Employer Plan Effective Date: **January 1, 2022 -** Eligible Expenses incurred: **January 1, 2022 – March 15, 2023** must be submitted to the Stirling Benefits office no later than: **March 31, 2023.**

***Employees who elect to participate in the program will pay an Annual Fee of $60.00 ($5.00 per month.) Only (1) Annual Fee will be charged for employees enrolled in multiple accounts.***

**Health Care Account (HCFSA):** (Minimum $100 / Maximum - $2,850)

***Participation in the HC FSA account will impact your eligibility to a Health Savings Account. If you or your employer on your behalf, actively contribute to an HSA account, or your spouse contributes to an HSA, you may not participate in the FSA Health Care Account.***

**Annual Election + $60 Annual Fee Total Annual Election Divided By # of Pays HCFSA Deduction Per Pay**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $60.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 Pays \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Limited Purpose (LPF):** (Minimum $100 / Maximum - $2,750)

***For employees that are contributing to an HSA Account – the LPF account is for Dental and Vision Expenses Only.***

**Annual Election + $60 Annual Fee Total Annual Election Divided By # of Pays LPF Deduction Per Pay**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $60.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 Pays \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dependent Care Account (DCA):** (Minimum $100 / Maximum - $5,000)

 ***For employees needing Child (Dependent) Day Care.***

**Annual Election + $60 Annual Fee Total Annual Election Divided By # of Pays DCA Deduction Per Pay**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_ $60.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20 Pays \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***YES, I want to enroll.*** The IRS regulation states these conditions: **1.)** Any expenses you incur must be within the plan year. **2.)** Any expenses you incur must not be covered by any other source such as insurance. **3.)** You must provide proper documentation in order to receive payment. **4.)** You cannot change or revoke your elections during the plan year unless there is a specific change of status and your employer allows such changes. ***NOTE:*** Enrolling may have a minor effect on your social security benefits. Please seek appropriate advice.

 **Signature: x\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accepted and Agreed to by Simsbury BOE Authorized Representative**

By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_