

# 2017-2018 Flexible Spending Account Enrollment/Change Form for the Employees of Tooele City Corporation



NAME:		SS#	
ADDRESS:		CITY:	STATE: ZIP:
HOME PHONE NUMBER:	CELL PHONE NUMBER:	POSITION	E-MAIL:

Check here if this is a change of address

ADDITIONAL FLEX CARDS		
List spouse and/or dependents with access to your Flex account. Flex Cards do not expire for three years. Please do not throw away. \$10 replacement fee charged.		
NAME:	SS#:	RELATIONSHIP TO EMPLOYEE:
NAME:	SS#:	RELATIONSHIP TO EMPLOYEE:

<input type="checkbox"/> Re - Enrolling	
<input type="checkbox"/> New Enrollee	DATE OF HIRE: CHECK DATE OF FIRST PAYROLL DEDUCTION:
<input type="checkbox"/> Notice Of Change	REASON FOR CHANGE (Life Event**): <input type="checkbox"/> Marriage <input type="checkbox"/> Birth or Adoption of Dependent <input type="checkbox"/> Employment Change <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/> Divorce <input type="checkbox"/> Death of Dependent <input type="checkbox"/> Benefit Change      _____
<input type="checkbox"/> Termination	DATE OF TERMINATION: CHECK DATE OF LAST PAYROLL DEDUCTION:

## FLEXIBLE BENEFIT PLAN ELECTION

	For Employer's Use Only	
	\$ Pay check	\$ Annual
<input type="checkbox"/> <b>Premium Conversion Plan</b> Employee contributions to insurance premium will be withheld on a pre-tax basis unless otherwise requested.	\$	Annual
<input type="checkbox"/> <b>Health Care Flexible Spending Reimbursement Account</b> You may elect withholdings not to exceed \$2,500	\$	Annual
<input type="checkbox"/> <b>Dependent Care Reimbursement Account</b> The IRS allows a pre-tax withholding up to \$5,000 per year per household (\$416.66/mo) for day care Age of Child(ren) _____	\$	Annual

Whereas, the employee desires to obtain benefits of IRS sections 105, 106, and 125 and other sections as amended that provide benefits, and whereas employer is willing to assist employee in obtaining such benefits, now, therefore, it is normally agreed employee's cash compensation **per pay check** shall be reduced by \$ \_\_\_\_\_ \* effective with the pay check issued on \_\_\_\_\_.

Employer will apply the amount by which cash compensation is reduced to provide benefits as described in the Enrollment and Election Form. If employee's employment is terminated, this agreement will terminate. I elect the benefits indicated above and authorize **Tooele City Corporation** to reduce my compensation by the amount necessary to pay for the benefits I have elected. I understand the following:

- 1 My election for the Health Care and Dependent Care Reimbursement Accounts may not be changed or revoked until the next plan year or a life event occurs.
- 2 Manual reimbursements will be processed on the 5<sup>th</sup> and 20<sup>th</sup> of each month. Eligible expenses can be processed by the "Flex Convenience" debit card. **Save all receipts – as per guidance from the IRS, random audits will be performed.** If ineligible expenses are discovered, the amounts to compensate for the misuse of funds will be withheld from payroll.
- 3 **All expenses must be submitted for reimbursement no later than three months after the end of the plan year. Once all eligible expenses have been reimbursed I forfeit any amounts left in the Health Care or Dependent Care Accounts, with the exception of the rollover allowance on my Health Care Account of up to \$500.**
- 4 My "Flex Convenience" debit card is valid for 3 years. I will be responsible to pay a \$10 replacement fee for lost or stolen debit cards.
- 5 Amounts reimbursed by any other source are not eligible, i.e., benefits paid by insurance or through an HSA or HRA.

EMPLOYEE

EMPLOYER

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have been offered and decline this benefit at this time.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*A total of the Health Care and Dependent Care Account deposits