

EMPLOYEE FLEXIBLE SPENDING ACCOUNT ENROLLMENT FORM



EMPLOYER:				GROUP NUMBER:	
EMPLOYEE INFORMATION					
EMPLOYEE NAME:				SEX: ☐ M ☐ F	
DATE OF BIRTH (MM/DD/YYYY):		DATE OF HIRE (MM/DD/YYYY):		ID #/SSN:	
EMPLOYEE STREET ADDRESS: ☐ Please check if this is a change in address					
CITY:		STATE:		ZIP:	
E-MAIL ADDRESS:		FAX NUMBER:		PHONE:	
ELECTION					
I ELECT THE FOLLOWING:		Amount Per Pay Period	# of Pay Periods	Annual Election	
				Actual	Maximum
Healthcare Account:	☐ Yes ☐ No	\$		\$	Plan Year
Dependent Care Account	☐ Yes ☐ No	\$		\$	\$ 5,000 Calendar Year
Pre-Tax Premium Deductions: health insurance premiums, and all other eligible insurance premiums, will be excluded from taxable income. The employer will automatically apply pre-taxation of these insurance premiums unless you specifically decline the option. If you do not wish to have your insurance premiums pre-taxed, you must notify Human Resources during open enrollment.					
QUALIFIED DEPENDENTS					
The following lists the IRS qualified dependents whose claims I may request reimbursement for throughout the Plan Year:					
LAST NAME		FIRST NAME		RELATIONSHIP TO EMPLOYEE	
AUTHORIZATION					
By signing this form, I certify the following: 1) I have read the information provided to me on Flexible Benefits. 2) The above information is correct and I authorize the salary reductions as I have indicated. 3) I understand that any amounts remaining in my Health Care Account that are not used for eligible expenses incurred during the plan year may be subject to forfeiture, according to plan provisions and pre-tax laws – see SPD 4) I understand that any amounts remaining in my Dependent Care Account that are not used for eligible expenses incurred during the plan year may not be carried forward, according to plan provisions and pre-tax laws. 5) I understand that the elected salary reduction(s) will remain in effect for the Plan Year and can only be changed if I experience a change in my status (e.g. birth, adoption, marriage, divorce, loss or gain of spouse's employment), according to the Summary Plan Document.					
☐ Please check this box if you have lost, misplaced, or need a replacement FSA Benefits Card for the new Plan Year. If you currently have an FSA Benefits Debit Card, you do not need a new one. Your current card will be “re-loaded” at the start of the new Plan Year.					

EMPLOYEE SIGNATURE (Required)

DATE

INFORMATION SUPPLIED BY EMPLOYER:					
Frequency of Pay:	☐ Weekly	☐ Bi-Weekly	☐ Semi-Monthly	☐ Monthly	☐ Other
First Pay Date of Deductions:			Division/Location:		
Effective Date Of Coverage:					

Managing your reimbursement account has never been easier! For instant access to your account, register with My SmartCare's online portal at <https://benefitcc.wealthcareportal.com/Page/Home> or download the free My SmartCare mobile app from your Apple or Android device.

Benefit Coordinators Corporation | Customer Service Call Center: 800-685-6100 | www.BCCBenefitSolutions.com