

2019 Flexible Employees' Benefits Plan Enrollment Form (Health Care and Dependent Care Reimbursement Accounts)

Return completed form to: Flexible Employees' Benefits Board, PO Box 304900, Montgomery AL 36130-4900
Telephone: (334) 263-8341 Toll Free: 1-866-836-9737 Fax: (334) 263-8541

EMPLOYEE INFORMATION (PLEASE PRINT)		
Name:	Contract or Social Security #	Date of Birth
Address:		
City, State and Zip:		
Work Phone (required):	Home Phone:	
Email Address:		
If any of the following advisors assisted you, check the box by their name:		
<input type="checkbox"/> Marsha Abbett <input type="checkbox"/> Kerry Schlenker <input type="checkbox"/> Rick Wages <input type="checkbox"/> Mary Katherine Carlisle		
Health Care Reimbursement Account – Reimburses you for qualifying out-of-pocket healthcare expenses for you and your dependents during the plan year. (Minimum annual contribution is \$120 and the maximum is \$2,700*) Note: health insurance premiums do not qualify for reimbursement. *The Flexible Employees' Benefits Board provides a \$50 credit to any member who enrolls in the HCRA. Therefore, if you elect the maximum \$2,700, the total contribution to your account will be \$2,750.		
<input type="radio"/> To enroll, enter the estimated annual amount you expect to spend for qualifying out-of-pocket healthcare expenses during the plan year. <input type="radio"/> This annual amount will be divided by the number of pay periods you will be working during the plan year.		
HCRA Annual Contribution Amount: _____ Do not include expenses for over-the-counter items unless approved by ConnectYourCare. All enrollees will receive a flexible spending card. Please save all receipts.		
Dependent Care Reimbursement Account – Reimburses you for qualifying dependent/child care related expenses during the plan year. Note: a dependent's medical/dental expenses do not qualify for reimbursement under the DCRA.		
<input type="radio"/> To enroll, enter the estimated annual amount you expect to spend for qualifying dependent care expenses during the plan year (\$5,000 maximum). <input type="radio"/> This annual amount will be divided by the number of pay periods you will be working during the plan year.		
DCRA Annual Contribution Amount: _____		
Important – Read Carefully Before Signing		
<p>I understand that I cannot change or revoke any of my elections at any time during the plan year (Jan. 1-Dec. 31) unless I have a change in status as defined by the IRS. During the annual open enrollment period, I will be given the opportunity to enroll in the plan for the upcoming plan year (Jan. 1-Dec. 31). I must enroll each year during the open enrollment period since participation in the plan for subsequent years is not automatic, even if I want to contribute the same amount as the previous year. Up to \$500 of unused funds remaining in the HCRA will "carry over" to the 2020 plan year after the 2019 filing period has expired, provided I re-enroll in the HCRA for the 2020 plan year. If I do not re-enroll for the 2020 plan year, all funds remaining in the HCRA after the 2019 filing period has expired will be forfeited. Even if I do re-enroll for the 2020 plan year, funds in excess of \$500 remaining in the HCRA after the 2019 filing period has expired will be forfeited.</p>		
<p>I further understand and agree that if I receive payments that exceed the amount of eligible expenses or if I fail to provide proper documentation for a request for reimbursement or validation of a debit card transaction, my flexible spending debit card will be de-activated, I will not be allowed to re-enroll in the plan, and I will be required to repay the excess reimbursement immediately after receipt of notification. If I fail to repay the excess reimbursement immediately, the FEHB is hereby authorized to: (1) offset the excess reimbursement against any other eligible expenses submitted for reimbursement (in accordance with applicable law); or (2) withhold the amount of the excess reimbursement from my pay (to the extent permitted by applicable law). If the FEHB is unable to recoup the amount of the excess reimbursement by any of these means, the amount of the excess reimbursement that could not be recouped will be reported to the Internal Revenue Service and could result in adverse tax consequences to me.</p>		
<p>I hereby certify that I have completely read and fully understand the terms and conditions of the Flexible Employees' Benefits Plan and all information furnished is true and complete.</p>		
Employee Signature: _____		Date: _____