



## OFFICE OF HUMAN RESOURCES FLEX SPENDING ACCOUNT

Flexible Spending Account (FSA) which entitles benefit eligible employees to set aside pre-tax dollars for out of pocket medical expenses and/or dependent care.

The maximum amount to set aside for medical expenses is \$3,500.

The maximum amount to set aside for dependent care is \$5,000.

**Important to note: Due to IRS guidelines, you are not allowed to use a flex plan and a health savings plan for unreimbursed medical expenses at the same time. However, the flex account dollars can be used for unreimbursed expenses for dental or vision care. Dependent care coverage remains the same.**

**Remember: when estimating your plan amount, keep in mind that unused dollars under a flex plan are not returned to you at year-end.**

**All new eligible employees have a 6 month waiting period prior to being able to enroll in the Flex Spending Account.**

The election form can be found in the back of the enclosed Flexible Spending Account pamphlet or on the web at [www.utica.edu/finance/hr/media/fsaenrollment1.pdf](http://www.utica.edu/finance/hr/media/fsaenrollment1.pdf)

Contact the Office of Human Resources at 315-792-3276 for assistance with questions.