



## **FLEXIBLE SPENDING ACCOUNT**

..... Your tomorrow, today

# How to Save on Healthcare with a Flexible Spending Account

This plan allows you to put aside tax-free money from your paycheck for eligible medical, vision and dental costs not paid for by insurance. You'll save on every dollar.



## Lower Your Taxable Income

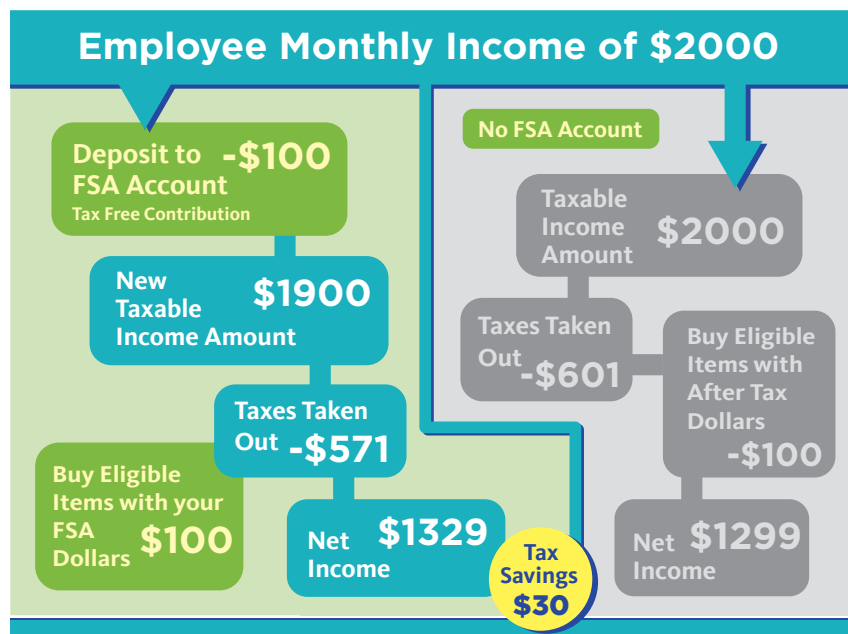
Save at least 30% on eligible expenses. It's smart and simple. During your benefits open enrollment period, add up how much you paid last year for medically necessary family health expenses not covered by insurance:

- Co-insurance
- Deductibles
- Vision
- Co-pays
- Prescriptions
- Dental

Include any new expenses you know you will have this year such as glasses or orthodontia. Now you have an idea of how much to have withheld from your pay when you enroll for the coming year.

You can spend all your annual healthcare account on one large expense the first day your plan is effective. Set your amount carefully. Any money you don't spend by the end of the year may be lost.

## See How Much You Can Save



## Eligible Expenses

Use your Flexible Spending Account funds to pay for a variety of expenses for you, your spouse, and your dependents, but keep in mind **the IRS has specific rules about which expenses may be reimbursed by an FSA.**

For more details on what expenses are eligible:

Check Out .....

[www.chard-snyder.com](http://www.chard-snyder.com) — Go to *Benefits/Flexible Spending Account (FSA)* and click on *Healthcare Eligible Expenses*

[www.fsastore.com](http://www.fsastore.com) — Go to *Eligibility List*. Items are listed alphabetically and there is a search feature

or

Contact Chard Snyder customer service if you have questions concerning eligible items



# Use Your FSA to Save on Dependent Daycare

Use this account to pay for daycare, preschool or senior care needed while you and your spouse work, go to school full time, or look for work.



## Tax-Free Dollars for Dependent Daycare Expenses

Save about one-third when you pay for dependent care while you work. You can use the dependent daycare account to pay for the care of children 12 years of age or younger or anyone you claim on your tax return who is not capable of self-care.

*Eligible expenses include:*

- Child in-home care or daycare centers
- Senior in-home care or daycare centers
- Nursery schools
- After-school and latchkey programs
- Summer activities provided while you work

*Care while you are not working such as overnight camp is not eligible.*

Money is deducted from each paycheck and added to your dependent daycare account. You may not be reimbursed more than the current balance. Family members who are not tax dependents may be eligible caregivers\*.

## How the Plans Work | Healthcare FSA and Dependent Daycare FSA

### Decide how much to set aside and enroll

The amount you choose is deducted from your pay and added to your account(s)

Then

### Use the Chard Snyder Benefit Card to pay for eligible expenses\*\*

Or

### Pay for eligible expenses and submit a claim

You may claim the entire balance of your healthcare account on the first day of the year but only the current balance in the dependent daycare account. Submit copies of itemized receipts, statements or Explanation of Benefits (EOB) with your claim. Receive your payment through direct deposit or check

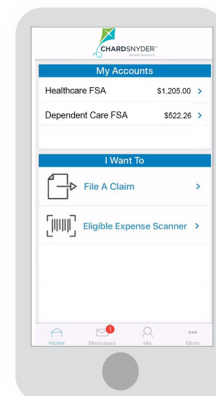
Or

### Submit claims using the mobile app, website, email, fax or mail

You will never owe taxes on your Flexible Spending Account (Social Security, Federal and most state income taxes)

Check Out Our

## Mobile App



## Features

- View account balances and transaction details
- Submit and review claims
- Upload paperwork
- Scan products for eligibility (Plan restrictions may apply)

Download from the App Store or Google Play



800.982.7715 [www.chard-snyder.com](http://www.chard-snyder.com)



\*Check IRS Pub 503

\*\*Check to see if your dependent daycare plan includes the Chard Snyder Benefit Card.

# Using your Chard Snyder Benefit Card



Use your Chard Snyder Benefit Card for a simple way to pay - the money comes right out of your account. When you use it at locations that confirm eligible merchandise and services at the point of sale you won't be asked for further proof of what you purchased.

You may be asked for copies of receipts, itemized statements or EOBs from doctors' and dentists' offices, hospitals, and stores that do not electronically confirm expenses. If so, take a picture of your paperwork with your mobile device and you can submit it through the app, upload online, attach it to an email...or, just fax or mail a paper copy.

## Help Yourself...

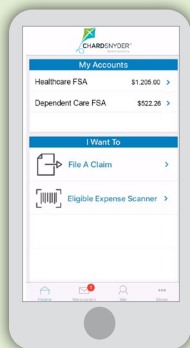
### Chard Snyder Website

Our website is loaded with information and tools to help you get the most out of your plan. Access your account by logging in at [www.chard-snyder.com](http://www.chard-snyder.com).



### Mobile App

Our mobile app is simple to use and easy to get from Google Play or the App Store.



- View account balances and transaction details
- Submit and review claims
- Upload paperwork
- Scan products for eligibility  
(Plan restrictions may apply)

### Customer Service

Contact us through Live Chat from the Chard Snyder website, give us a call, or send us an email for quick, convenient, personal service.

800.982.7715 | [askpenny@chard-snyder.com](mailto:askpenny@chard-snyder.com)

### IRS Regulations

#### Healthcare FSA

#### Dependent Daycare FSA

- No matter how you use your FSA funds, the IRS requires proof your claim is for an eligible expense. You may be asked to send us a copy of your receipt, itemized statement, or Explanation of Benefits (EOB) as substantiation for your claim
- You cannot change your mind after you enroll unless you experience specific work/life events. (See FAQs on our website)
- Money cannot be transferred from one plan to the other
- You must spend your money within your plan's filing deadlines
- Only eligible healthcare and daycare expenses can be reimbursed (no cosmetic healthcare expenses)
- The dependent daycare plan may not be used for dependent healthcare expenses
- Once you claim an expense you may not claim it again on your annual taxes



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