Flexible Spending Account

CHARD SNYDER
Benefit Solutions that Work

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Open a Flexible Spending Account and Save 25-40% on Healthcare and Dependent Daycare Expenses!

With a Flexible Spending Account, you pay for eligible expenses with tax-free dollars. You won't have to pay federal, social security or most states' taxes on the money you put into the plan. Your exact savings will depend on your personal tax rate. See an example (right) of the difference tax-free dollars can make.

It's So Easy to Use Your Flexible Spending Account

If you use the Benny™ prepaid benefit card, you can pay for many expenses without cash! Or you can just pay for your expenses and submit a claim. It's easy to submit claims by email, fax, U.S. mail or through the website. Most reimbursements are received within two weeks depending on your plan's payment option.

Use the Chard Snyder website any time to check your current balance, see the status of a claim or review the history of your account.

Get the Most From Your FSA...Plan Ahead to Save

You will want to plan ahead to save the most you can. Money you do not spend will not roll over to next year so plan carefully! Follow these steps:

1. Use the Annual Expense Estimate Worksheets on the back of this brochure or on our website to help you plan
2. Review the eligible expenses for the healthcare and dependent daycare plans
3. Total what you paid last year for eligible expenses for each plan
4. Write down any new expenses you are sure of for the new plan year for each plan such as a pair of glasses, prescriptions, orthodontia or another family member needing daycare, etc.
5. The total for each plan helps you decide how much to put into your accounts

Savings Example

	With Plan	No plan
Monthly pay	$4,000	$4,000
Tax-free contribution to plan	-200	0
New taxable amount	3,800	4,000
Taxes withheld from pay*	-1,142	-1,202
After-tax expenses	0	-200
Net income	$2,658	$2,598

Tax Savings = $60 per month!

* Savings will vary based on tax bracket. Example shown calculated at 7.65% social security, 17.4% federal and 5% state income tax savings.

Go to www.chard-snyder.com and use our tax-savings calculator to determine YOUR annual savings

Pay for Eligible Expenses With Benny™...No Cash Required!

The Benny™ prepaid benefit card is an easy way to keep cash in your pocket while using your Flexible Spending Account. Many payments made with the card are approved automatically so no further paperwork is required.

Doctors, Dentists, Clinics and Other Healthcare Providers

When you use your Benny™ to pay for services from a medical provider such as a hospital, clinic, doctor or dentist, you will often receive a letter from Chard Snyder asking you to provide paperwork to verify that your claim was for an eligible expense. For example, the IRS requires us to confirm that you went to the dentist for a check-up not for teeth-whitening, and that the date of service occurred within the time period your plan covers.

Using Benny™ for Over-the-Counter Healthcare Items

Many vendors code over-the-counter merchandise such as bandages and prescriptions so that Benny™ recognizes them at the cash register. This is known as the IIAS system and these purchases do not require further approval.

Some vendors choose not to participate in the IIAS system but are certified so that you may use the card. When you use the card at certified vendors you will receive a letter from Chard Snyder asking for copies of your receipts.

Email or call us if you have a question! We'll be glad to explain.

Scan the QR code to the right with your mobile device to go directly to Chard Snyder's website

Go to your app store to download a free QR reader

Benny™ prepaid benefit card helps you save time and money

See the list of stores that accept Benny™ at www.chard-snyder.com

Don't throw away your Benny™...you can use it for up to five years. Your healthcare election will be available on the first day of your plan year

New participants will be mailed a set of two cards in their name

Call us to order a set of two extra or replacement cards for a charge of $10

Questions? Call Chard Snyder Customer Service 800.982.7715

Look for this Envelope

Be on the lookout for this envelope in the mail. It will say Your New Employee Benefits Materials Are Enclosed – Please Open Immediately! Your cards are enclosed

Your Healthcare Flexible Spending Account

Save Your Receipts!

No matter how you submit a claim, the IRS requires that you prove it was for an eligible pre-tax expense. Even if you use Benny™ you may be asked to send us a receipt, Explanation of Benefits (EOB), or bill as proof. Your proof must provide the date of the expense, a description of the item or service, the name of the store or provider and the amount you paid. Your expense must have occurred during the time period covered by your plan.

Save on out-of-pocket healthcare expenses for you and your family. Use your healthcare account to pay for expenses not covered by your medical, dental and vision insurance plans such as deductibles, co-payment amounts and eligible services and merchandise for which you have no coverage.

Use your plan like an interest-free loan for expenses such as glasses, contact lenses, dentures, oral surgery, tooth implants or Lasik surgery. The tax-free money withheld from your check pays for big expenses painlessly.

The IRS does not allow us to pay claims for doctor's retainer fees (VIP fees), medical services before they are provided (such as your expected costs as shown on dental estimates) or cosmetic merchandise or procedures such as tummy-tucks or teeth-whitening.

Over-the-counter drugs and medicines such as ibuprofen, acetaminophen or cough syrup are eligible with a prescription from your doctor. A copy of the prescription for your over-the-counter medications must be sent to Chard Snyder once a year for claim approval.

Examples of Eligible Healthcare Account Expenses

- Acupuncture
- Alcoholism / drug addiction treatment
- Artificial limbs
- Artificial teeth
- Braille books / magazines
- Childbirth classes
- Chiropractors
- Co-insurance / co-pays
- Contact lenses / solution
- Crutches
- Deductibles
- Dental treatment
- Denture adhesives
- Eye exams / eyeglasses
- Fitness classes (Prescribed)
- Fluoridation treatments
- Guide dog
- Hearing aid / batteries
- Hospital services
- Insulin
- Laboratory fees
- Lasik surgery
- Learning disability
- Medical monitoring devices
- Medical services
- Operations / surgery
- Optometrist
- Orthodontia
- Osteopath
- Physical exams (non-employment)
- Physical therapy
- Pre-existing conditions
- Prescriptions
- Private hospital room
- Psychiatric care (prescribed)
- Reading glasses
- Sales tax (on eligible expenses)
- Smoking cessation (prescribed)
- Speech training
- Transplants
- Vaccines
- Weight loss (prescribed)
- Wheelchair
- X-ray fees

Save money -

use your FSA dollars at

FSA Store

THE FLEXIBLE SPENDING ACCOUNT SITE

Located on the home page at

www.chard-snyder.com

Great prices on thousands of products

$5 off

Your purchase of $50 or more.
Limit one per customer/exp. 12/31/2013
Enter code cs5nt20 at checkout

Your Dependent Daycare Flexible Spending Account Can Save You Hundreds of Dollars

Are you paying for the care of dependent children under the age of 13 or dependents of any age who are unable to care for themselves? Now you can pay for your dependents' daycare while you are at work or school and save 25-40% in taxes on every dollar.

Just enroll in the plan during your benefits open enrollment period and choose the amount you want to put aside for daycare. The annual maximum a household may set aside is $5,000. Married couples filing singly may each set aside up to $2,500. Divorced couples should check the FAQs on our website for special rules.

Tax-free money from your paycheck will be added to your dependent daycare account balance. You pay your daycare provider and then submit a claim for reimbursement. The plan works like a checking account in that you may only be reimbursed for the amount you have in your account at the time of your claim. If your claim is for more than the balance in your account, the rest of your claim will be paid when more money is added.

Examples of Eligible Dependent Daycare Expenses

Choose the care that best suits your situation:

- In-home babysitter
- Daycare center
- Outside babysitter
- Latchkey program
- Nursery school
- Summer day camp
- Elder custodial care
- Elder daycare and more!

Important Points

You save 25-40% because you don't pay federal, social security or most states' taxes on the money you spend for daycare

Choose your amount carefully. Once you are enrolled you cannot change it unless you change daycare providers, you have or adopt a child, or your child turns 13

Services must be provided while you and your spouse are at work or attending classes as a full-time student

Services must be provided during the current plan year. Your plan year is explained in your enrollment materials

You should contact your tax advisor to discuss how you might use this benefit with your child care tax credit

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Healthcare Account Annual Expense Estimate

	Actual Expenses Last Year	Estimated Expenses New Year
Medical		
Co-pays / expenses		
Prescriptions	$ _____	$_____
Physician visits	$ _____	$_____
Hospital visit co-pays /expenses (including Emergency)	$ _____	$_____
Laboratory/testing expenses	$ _____	$_____
Deductible expenses	$ _____	$_____
Over-the-counter items (medicines require a prescription)	$ _____	$ _____
Vision		
Eye examination	$ _____	$_____
Eyeglasses	$ _____	$_____
Contact lenses and solution	$ _____	$_____
Lasik surgery	$ _____	$_____
Other expenses	$ _____	$_____
Hearing		
Hearing examination	$ _____	$_____
Hearing aid	$ _____	$_____
Dental		
Co-pays / expenses		
Dental visits	$ _____	$_____
Fillings	$ _____	$_____
Major work (root canals, crowns, dentures, etc.)	$ _____	$_____
Orthodontia (braces)	$ _____	$_____
Deductible expenses	$ _____	$_____
Other expenses	$ _____	$_____
Total annual amounts	$_____	$ _____

Dependent Daycare Account Annual Expense Estimate

Child Daycare*

Full-time daycare (per week)

Child one $ _____

Child two $ _____

Part-time daycare (per week)

Child one $ _____

Child two $ _____

1. Estimate the cost per week for each category of care
2. Calculate annual cost (Weekly full-time daycare + weekly part-time daycare X number of weeks per year)
3. Total amount $ _____

* Child must be less than 13 years of age.

Disabled Daycare*

Caregiver monthly cost $ _____

Multiply monthly cost times number of months estimated $ _____

*Daycare provided for a dependent of any age who requires assistance with the basic tasks of daily life due to physical or mental challenges.

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