



FlexSystem Participant Enrollment Guide

What is a Section 125 Cafeteria Plan?

With Section 125 Cafeteria Plans you can use pre-tax dollars to pay for out-of-pocket medical expenses, dependent care expenses, non-employer-sponsored insurance premiums, and qualified transit and parking expenses.* The amounts deducted from your salary to pay for these expenses are called elections. You determine the amount to elect for you and your family's upcoming expenses.

What does pre-tax mean?

Pre-tax is your pay before state, federal, and social security taxes have been deducted. Because these Section 125 expenses are paid with pre-tax dollars, you are taxed on a lower gross salary, thereby saving money that would otherwise be spent on federal, state, and FICA taxes—and you take home more pay!

What are these expenses?

- Medical-related expenses such as deductibles, co-insurance, or uninsured medical expenses.
- Dependent day care expenses.
- Transit (public transportation, such as bus, train, ferry, or subway, or commuter highway vehicles) and qualified parking expenses (ramp, park 'n ride).

How does a Section 125 Plan work?

You elect the amount to have deducted from your salary and deposited into a the pre-tax benefit accounts. FlexSystem maintains these funds in an account until reimbursement is requested.

How do I request reimbursements?

You can simply use your TASC Debit Card to pay for eligible expenses, or you can request reimbursement any time via check or direct deposit. The service related to the expense needs only to have taken place; it need not be paid before requesting reimbursement. For check or direct deposit reimbursement, simply complete a Request for Reimbursement Form and submit it to FlexSystem via your mobile device (free FlexSystem Mobile App), online Request for Reimbursement. FlexSystem processes Requests for Reimbursement daily. With Automatic Transfer to a bank account (direct deposit), funds are forwarded to your bank within 48 to 72 hours of a complete submission; actual timing is dependent upon the banking system.

What is the Use-It-or-Lose-It Rule?

To avoid an account balance at year-end, be conservative when making elections. Any funds left unused at the end of the Plan Year are forfeited.

Your employer offers the Carryover Provision which allows up to \$500 of your Health Care FSA account balance to automatically carry over into the next plan year once the run-out period has ended. Any remaining funds over \$500 at the end of the plan year run-out period will be forfeited to your employer. For Parking and Transit reimbursement accounts, your funds will automatically transfer into the next plan year.

Increase your take-home pay and improve your benefits with FlexSystem. Here are three good reasons to sign up today!

IT'S EASY!

Simply complete an online form—and we do the rest!

IT SAVES TIME!

Daily reimbursement processing and online requests for reimbursement mean you get your money quickly.

IT SAVES MONEY!

Pay medical, transit and/or parking, and daycare expenses with pre-tax dollars and save substantially. The result is an improved benefit package and great tax savings.

FlexSystem Participants save hundreds of dollars in taxes each year.

HOW MUCH WILL YOU SAVE?

Can I change elections during the Plan Year?

You may change your FSA elections during the Plan Year only if you experience a change of status such as a marriage or divorce, birth or adoption of a child, or a change in employment status. The change of election must be (a) on account of and correspond to the qualifying event and (b) made within 30 days of the qualifying event. Refer to the Change of Election Form (available from your employer) for a complete list of circumstances acceptable for changing elections mid-year. In addition, during the State of Wisconsin's open enrollment period, you may change your elections for the next year.

What qualifies for the dependent day care benefit?

Dependent Care expenses that may be run through a Section 125 Plan must be for the primary purpose of assuring the well-being and protection of a qualifying individual. In addition, the dependent care expenses must be necessary in order for you and your spouse to work, to look for work, to attend school full-time, or if you or your spouse are physically unable to care for the children. The dependent care expenses provided during a calendar year cannot exceed \$5,000. In the case of a married individual filing a separate tax return, the limit is \$2,500.

How do I enroll?

To enroll in FlexSystem, you must first determine elections for each benefit in which you want to participate during the course of the Plan Year. The elections are specific to each type of flexible spending account, meaning that dollars set aside for dependent daycare may be used for dependent care only, and not for out-of-pocket medical expenses, etc.

May I enroll online?

Yes! With online enrollment, you benefit from 24-hour access and the convenience and the privacy of being able to enroll from the location of your choice. In addition, you can check your FlexSystem account balances and other Plan information online. You can access your account and enroll by following this link <https://partner.tasconline.com/ETFEmployee>.



For additional instructions on enrolling online, refer to the **How to Enroll Online** flyer or log in the link below and access our educational video library.

<https://partners.tasconline.com/ETFEmployee>

What if I have no web access?

You may complete a FlexSystem Enrollment paper form (obtained from your employer). Make a copy for your files and return the completed form to your employer.

You may also enroll over the phone by calling 1-844-786-3947.