

FLEXIBLE BENEFITS PROGRAM ENROLLMENT FORM

This is a two page form. Please be sure it has a back side.

Union Endicott Central School District		PLAN YEAR Oct '20 - Sept '21	ALL INFORMATION MUST BE PROVIDED. PLEASE PRINT IN INK.			
LAST NAME		FIRST	INITIAL		SOCIAL SECURITY NUMBER	
STREET ADDRESS (Please add any PO BOX#, APT#,etc)						
CITY		STATE	ZIP CODE			
SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH	HIRE DATE	CURRENT MARITAL STATUS <input type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE	<input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED	<input type="checkbox"/> WIDOWED	
WORK PHONE () -	HOME PHONE () -	JOB TITLE		LOCATION		

LIST BELOW DEPENDENTS THAT ARE DEFINED BY IRC SECTION 105(B) AS ELIGIBLE FOR TAX FREE HEALTH BENEFITS AND ONLY YOUR SPOUSE under federal law or DOMESTIC PARTNER WHO IS A DEPENDENT FOR INCOME TAX RETURN PURPOSES

LAST NAME (IF DIFFERENT)	FIRST NAME	DATE OF BIRTH			RELATIONSHIP				Please indicate if any person is NOT covered by a group health plan.
		MO	DAY	YR	HUS	WIF	SON	DAU	

Self Spousal Information

If you or any of your dependents are covered under a health benefit plan not listed below, such as for children of divorced or separated parents, or children covered under NYS Child Health Plus, or yourself covered under a previous employer plan, please supply that information and attach to this form.

IS YOUR **SPOUSE** EMPLOYED? YES NO IF YES, NAME OF EMPLOYER : _____

IS YOUR **SPOUSE** COVERED UNDER **HIS/HER** EMPLOYER'S HEALTH PLAN? YES NO

NAME OF CARRIER: _____

MEDICAL COVERAGE DENTAL COVERAGE VISION COVERAGE

DOES THIS INSURANCE COVER : SPOUSE ONLY SPOUSE AND FAMILY

ARE YOU COVERED UNDER **YOUR** EMPLOYERS MEDICAL PLAN? YES NO SINGLE FAMILY

ARE YOU COVERED UNDER **YOUR** EMPLOYERS DENTAL PLAN? YES NO SINGLE FAMILY

I ELECT to enroll in the Flexible Benefits Program and hereby authorize the following salary redirection. I understand that:

- 1) I may not change my election during the year except for a change of status. This reduction of cash compensation could affect my Social Security Benefits.
- 2) I will forfeit any balance less than \$10 and greater than \$550 that remains 60 days after the end of the Plan Year.
- 3) If I terminate from this Plan, I have 60 days to submit claims incurred prior to my termination date for my Medical FSA or Dependent Care Account. Inquire if you are eligible to elect COBRA for your Medical FSA.
- 4) I understand that I am responsible for paying the Flexible Benefit Administration Fee of \$4.30 per month and that my total salary reduction will be increased to include this fee. I also understand that I am responsible for the cost of reissuing or replacing my debit card.
- 5) I understand that I am responsible for keeping all my receipts / itemized bills / EOB's, etc. for claim substantiation and potential tax purposes. My card could be suspended if I do not comply with substantiation requirements.

Please read the reverse side before signing this form.	Plan Year MAXIMUM	Employee Plan Year Election	FEE	Per Pay Period
UNREIMBURSED MEDICAL	\$2750	\$		\$
DEPENDENT CARE EXPENSES - (Daycare)	\$5000	\$		\$
TOTAL	\$7750	\$		\$
Individual COBRA Payment		\$		\$

PLEASE DO NOT FILL IN SHADED AREAS

By providing my email address below, I authorize SIEBA, LTD to contact me regarding claim questions and other information related to my flex plan. This email address will not be used for any other purpose.

Email Address: _____

X _____ DATE _____

SIGNATURE

FOR OFFICE	EFFECTIVE DATE	EMPLOYEE'S PAY PERIOD FORMAT
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QUALIFYING UNREIMBURSED MEDICAL EXPENSES

(only eligible expenses NOT reimbursed by other benefit source can be claimed)

Expenses are eligible in accordance with Section 213, Section 105(b) and Section 125 of the IRC. Refer to IRS publication 502 for guidance, as all eligible expenses that are deductible on your income taxes are NOT always reimbursable through a Flexible Benefit Program. Publication 502 can be found at www.sieba.com.

Abortion (legal)	Fees con't:	Guide dog or other animal
Alcoholism & drug abuse center	Gynecologist	Hearing devices
Ambulance hire	Hospital	***Hospital bills
Artificial limbs & teeth	Laboratory	Iron lung, operating cost
Automobile modifications	Lip reading lessons	**Medicine including insulin
(hand controls, special	for the deaf	Nursing care
equipment, mechanical lifts)	Medical information plan	Obstetrical expense
Birth control pills	Midwife	Operations & related treatments
Braille books & magazines	Nurse	Oxygen equipment
Childbirth classes - mother only	Obstetrician	Refractive eye surgery
****Co-insurance amounts, co-pay	Ophthalmologist	Rental of healing or
amounts	Optician	medical equipment
Crutches	Optometrist	Seeing-eye dog
Deductibles	Oral surgery	Special education
Elastic hose, medically prescribed	****Orthodontist	Television set modifications to
*RX Eye glasses/contact lenses &	Osteopath	receive closed captions
solutions	Pediatrician	Support or corrective devices
Fees:	Physician	Telephone for deaf
Acupuncture	Physiotherapist	Therapy treatments
Anesthetist	Podiatrist	Transportation expense
Chiropractor	Practical nurse	Relative to illness
Clinic	Psychiatrist	\$.17 for 2020
Dentist	Psychologist	X-rays
Diagnosis	Specialist	Wheelchair
Examination, physical	Surgeon	
Eye examination	Therapy as a medical	
	treatment	

- * **Contact lens or eye glass insurance or service agreements are NOT reimbursable through an unreimbursed medical account.**
- ** **Medicine/drug as excludable from gross income as allowed by §105(b). Illegally imported drugs are not reimbursable.**
- Refer to "Things to Know" flyer for important changes regarding OTC products effective 1/1/20 as a result of the CARES Act.
- *** **TV & Telephone charges from a hospital stay are not eligible for reimbursement through an unreimbursed medical account.**
- **** **Please contact SIEBA if you are using your account for Orthodontic services for a detailed explanation of eligible expenses.**
- ***** **Medicare and other Insurance Premiums are NOT reimbursable through an un-reimbursed medical account.**

You cannot include in medical expense an item ordinarily used for personal, living, or family purposes unless it is used primarily to cure or alleviate a physical or mental defect or illness. Where an item purchased in a special form primarily to alleviate a physical defect is one that in normal form is ordinarily used for personal, living, or family purposes, the excess of the cost of the special form over the cost of the normal form is a medical expense.

Some of the above expenses may require additional documentation from your physician such as letters of medical necessity. If in doubt, please feel free to contact SIEBA, LTD.

Expenses categorized as **COSMETIC PROCEDURES** are **NOT** reimbursable. For example; The use of **RETIN A** for wrinkles, teeth whitening and bleaching, orthodontia for solely cosmetic purposes are **NOT** reimbursable. Spider Vein and Varicose Vein Treatment **COULD** also be considered Cosmetic in nature. Check with your health benefit carrier prior to making your election. If your health carrier considers the procedure as cosmetic in nature, your flex plan would as well.

QUALIFYING DEPENDENT CARE EXPENSES

In brief, expenses must be paid to a dependent care center or care provider. (Overnight camp is ineligible) The provider must declare their income and provide the participant with a tax identification number or social security number (W-10). Form 2441 or Schedule 2 must be completed with your income tax return. Eligible expenses are those expenses paid for the care of a dependent under age 13 or expenses paid for care of other dependents who are physically or mentally incapable of caring for themselves. Expenses must be incurred to enable the employee and if married, his/her spouse, to be gainfully employed. The maximum amount allowable under IRS Guidelines to set aside on a pre-tax basis for eligible dependent care expenses is \$5000 if you are married, filing a joint tax return, or a single head of household, or \$2500 if you are married filing separate tax returns. **If your spouse is also eligible to participate in a dependent care account, the maximum amount allowable to set aside per household is \$5000.** Daycare expenses incurred while a parent is out on medical leave such as maternity leave or other leave of absence (paid or unpaid) are not eligible for reimbursement.

Please refer to IRS Publication 503 for specifics relating to eligible dependent care expenses which can be found at www.sieba.com.

Once an election has been made, it CANNOT be changed. We strongly recommend that if you have any questions regarding the eligibility of an expense, you contact the claim administrator, SIEBA, LTD. at (607) 786-3003 or (800) 252-4624 BEFORE making any election.

Eligibility of expenses is subject to change based on current tax laws.

April 20, 2020

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