

This benefit is available only to employees in state agencies, higher-education institutions, and community and technical colleges.



WASHINGTON STATE FLEXIBLE SPENDING

What is a Health Care Flexible Spending Account?

A Health Care Flexible Spending Account (FSA) is a tax-free account that allows you to reduce your taxable income while saving money to pay for out-of-pocket medical, dental, vision, hearing, and prescription-drug costs.

When you enroll in an FSA, you decide how much to contribute to the account for the entire plan year (January 1 – December 31). The annual minimum is \$240 and the maximum is \$2,400. The money is deducted from your paycheck pre-tax (before federal income taxes and FICA taxes are deducted) in equal amounts over the plan year.

After you incur expenses that qualify for reimbursement, you can either use your ASIFlex debit card to pay for the expenses or submit claims to ASIFlex (the FSA administrator for the Public Employees Benefits Board [PEBB] program) to request reimbursement.

Reduce your health care expenses by 25% to 40% by using an FSA. Your personal tax rate may vary, and your savings will vary according to your net tax rate. Utilize the Tax Savings Calculator found at www.asiflex.com/pebb to estimate your expected savings.

It's As Easy As: **-1-** Deciding Your Annual Election **-2-** Incurring Expenses **-3-** Submitting Claims to Get Your Tax Break



-1- Deciding Your Annual Election

The key to getting the most out of your FSA is to make sure your annual contribution covers the expenses you or your tax dependents expect to incur during the plan year. To plan your annual contribution amount:

- ✓ Review the list of qualifying expenses on the ASI Web site at www.asiflex.com/pebb. (See chart below for a partial list.)
- ✓ Review your medical expenses from last year.
- ✓ Write down any additional eligible expenses you anticipate incurring next year.
- ✓ Be sure to include at least some money to cover your annual deductibles.
- ✓ Estimate the amount of health care expenses you and your tax dependents will use in 2008.

Partial list of qualified medical expenses:

- ✓ Deductibles
- ✓ Copays and coinsurance
- ✓ Chiropractor's fees
- ✓ Doctor's fees
- ✓ Dental expenses
- ✓ Prescription drugs & insulin
- ✓ Over-the-counter meds (used to treat a medical condition)
- ✓ Orthodontia (see specific requirements)

FSA cannot be used for:

- ✓ Insurance premiums
- ✓ Cosmetic procedures (face lifts, teeth whitening, veneers, etc.)
- ✓ Clip-on or nonprescription sunglasses
- ✓ Toiletries
- ✓ Long-term care expenses
- ✓ Drugs, herbs or vitamins for general health and not used to treat a medical condition
- ✓ Warranties

-2- Incurring Expenses

Once you've signed up for an FSA you don't have to wait for your contribution to accumulate before you file claims for reimbursement. The full annual contribution amount is available on the date your enrollment begins.

-3- Use the ASIFlex debit card or submit claims

You can choose to either pay for your out-of-pocket expenses with an ASIFlex debit card, or submit a claim form to ASI to receive reimbursement from your account. (If you choose to use the debit card, please keep your paperwork for your health care expenses in case ASI needs supporting documentation.) Send your completed *Washington Flex Claim Form* (found online at www.asiflex.com/pebb) and supporting documentation to ASI.

Toll-free fax: 1-866-381-9682

OR

Mail: ASI

P.O. Box 6044

Columbia, MO 65205-6044

When can I enroll?

New or seasonal employees must enroll within 31 days of qualifying for PEBB coverage. You may also enroll during the year if you or an eligible family member has a change that results in a gain or loss of eligibility for employer-sponsored health coverage **and** you enroll within 31 days of that change. See the *Washington Flex Enrollment Guide* for more information. You can also enroll during open enrollment (usually held in the fall), with FSA enrollment beginning January 1 of the following year.

How do I enroll?

Go to www.asiflex.com/pebb to download, print, and complete an enrollment form.

State agency, University of Washington, and Eastern Washington University employees: Send your completed enrollment form to ASI at:

Toll-free fax: 1-866-381-9682 or

Mail to: ASIFlex
P.O. Box 6044
Columbia, MO 65205-6044

All other university and community/technical college employees: Please return the completed enrollment form to your benefits office for processing.

Remember you must re-enroll in the FSA program *each year* (even if you don't want your deduction amount to change).

How will I receive reimbursement?

ASI will reimburse you by mailing you a check. However, you also have the option to receive reimbursements by direct deposit to a checking or savings account. ASI will include a direct deposit form in the welcome packet you receive after you enroll. You can also find this form online at www.asiflex.com/pebb.

When is the last day I can file a claim?

If you are enrolled in an FSA on the last day of the plan year (December 31), you have a grace period from January 1 - March 15 to incur expenses and use funds from the previous year. ASIFlex must receive your claims no later than March 31 to pay claims from the previous plan year's FSA account. **Any unused funds left in your account on March 31 will be forfeited to the Health Care Authority, as required by IRS regulation.**

What if I have questions?

Contact ASIFlex Customer Service at: 1-800-659-3035

Monday – Friday 5 a.m. – 5 p.m. Pacific Time

Saturday 7 a.m. – 11 a.m. Pacific Time

Email: asi@asiflex.com

Web: www.asiflex.com/pebb

