

**FlexBank will help you with your *Flexible Spending Account* effective 1/1.**



**Have  
questions?**

**Contact FlexBank.  
We are here to help.  
Phone: 937.299.5515  
[Claims@FlexBank.net](mailto:Claims@FlexBank.net)**

**[www.flexbank.net](http://www.flexbank.net)**

### **About FlexBank.**

Contact FlexBank as you have questions! 8:00 am – 5:00 pm EST  
[Claims@FlexBank.net](mailto:Claims@FlexBank.net) ~ 888.677.8373

If you do not use your health FSA debit card, FlexBank pays claims daily!  
You may submit claims by:

Mail 1250 W Dorothy Lane, Suite 107, Dayton, OH 45409  
Fax 888.677.9373  
Scan/email [Claims@FlexBank.net](mailto:Claims@FlexBank.net)  
Mobile site <http://www.flexbank.net/m/>  
Reimbursements are made either by check or by direct deposit.

Your new FSA plan year begins January 1, 2020– December 31, 2020.  
Now is the time to enroll if you are interested in participating.

If you enroll in the health FSA, you will receive two new debit cards, mailed to your home in early to mid-January.

### **Grace Period & Avoid Use it or Lose It!**

If you do not spend your health FSA dollars during 2019, you have through March 15, 2020 to spend down any 2019 balance on expenses incurred in 2019. This is called the 2.5 month “Grace Period”.

**During this Grace Period, your debit card is only loaded with your 2019 election amount.**

During the 2.5-month Grace Period:

- ✓ Claims with dates of service from **last** year will be reimbursed from last year’s unused amounts. You must submit itemized receipts + a claim form to FlexBank for reimbursement.
- ✓ Claims with dates of service from **this** year will be reimbursed from this year’s elected amount. You may use your debit card for these purchases, or you may submit itemized receipts and a claim form to FlexBank. It’s your choice.

If at the end of the 90-day run-out period, there is still an unused balance from last year, FlexBank’s system will automatically apply claims incurred during the Grace Period to the 2019 remaining balance, if applicable. The Grace Period funds will then be added to your 2020 health FSA election on your debit card.

### **Debit Cards & Some Paperwork.**

***Do I have to send FlexBank my receipts? I thought it would be paperless.***

Yes, other than flat dollar copays and prescriptions, the IRS requires itemized statements be submitted for debit card swipes. **An itemized statement is one that shows the date of service, services that you had rendered, patient name and the amount that insurance paid.** The IRS requires this itemized documentation to prove the purchase is an eligible expense, the date of service has occurred within your plan year and insurance has made their payment.

If documentation is required, FlexBank will send a letter or email to the participant letting the person know the amount of the expense and that an itemized statement is required. You can mail, scan/email, fax or upload your receipts to our mobile site. Piece of cake.

### **Don’t forget about the dependent care FSA.**

You may elect to set aside tax-free money for out of pocket child care up to \$2,500 if you are married/filing separately; \$5,000 if you are single or married/filing jointly.

The account may be used for your child, up to age 13, and for adult day care for a spouse, or child age 13 or older, who is physically or mentally incapable of self-care. A few examples of eligible expenses are: day camps, nursery schools, before/after school programs, daycare centers and private sitters who claim payment as income on their personal tax return.