



Enrollment Form – Flexible Spending Accounts

January 1, 2023 – December 31, 2023

EMPLOYEE NAME: (please print): _____

EMAIL ADDRESS YOU WANT WAGeworks TO USE: _____

FLEXIBLE SPENDING ACCOUNTS:

_____ I hereby elect to participate in the Flexible Spending Account(s) in 2023.

_____ I hereby elect NOT to participate in the Flexible Spending Account(s) in 2023.

ELECTION AMOUNTS:

	Per Pay Period		# Pay Periods		Annual Election
Health Care FSA	\$ _____	x	<u>26</u>	=	\$ _____
					Maximum Annual Contribution: \$3,050
Dependent Care FSA (Day care expenses incurred during employment hours)	\$ _____	x	<u>26</u>	=	\$ _____
					Maximum Annual Contribution: \$5,000

AUTHORIZATION & ACKNOWLEDGEMENT:

I understand that I cannot revoke or change this election during the plan year unless there is a qualifying “Change in Status” event that affects my or my dependents’ eligibility under this plan or another employer plan. The rules regarding election changes are described in more detail in the Summary Plan Description. I also understand that if I or my spouse participates in a Health Savings Account (HSA), eligible medical expenses under the Health Care Flexible Spending Account may be limited.

I understand that I must submit a claim and appropriate documentation (e.g., explanation of benefits, itemized bill) for out-of-pocket Medical, Dental, Vision, and/or Dependent Care expenses before I can be reimbursed. I certify that I will only submit claims for reimbursement under the Flexible Spending Accounts for eligible expenses incurred by myself or my eligible dependents, in accordance with the terms of the respective Flexible Spending Account Plan. I certify that I will not submit claims for reimbursement under the Flexible Spending Accounts for amounts that have already been reimbursed by another source nor will I seek reimbursement for such amounts from any other source.

Employee Signature

Date

HealthEquity (formerly WageWorks) is the Administrator of the Plan
You may email the completed form from your Cairn email account to human.resources@cairn.edu.