

EMSH, NMSH, SMSH, & CMRC Flexible Spending Account (FSA) Overview

March
1

Run-Out-Period

You have until March 1 to request reimbursement for any eligible expenses incurred during the previous plan year.

\$660

Carryover

Up to \$660 of leftover monies from the previous plan year will be carried over to the new plan year. Carryover funds will be available after March 1.

30
Days

Status Change

You have 30 days from a qualified event to make changes to your FSA elections. Refer to your SPD for a list of qualifying events.

Flexible Spending Accounts

- Health FSA (Medical) Max is \$3,300.
- Health FSAs can be used to pay for eligible medical, dental, and vision expenses that are not covered by insurance. Cosmetic and elective procedures are not eligible.
- Dependent Care FSAs can be used to pay for eligible dependent care expenses that are incurred so you or your spouse can work or attend school full-time.

Reimbursements

- Reimbursements are processed daily and are distributed by your employer.
- Reimbursements may be submitted online, by fax, mail, or delivered in person.

Acceptable documentation should be submitted with all Reimbursement Requests and should include:

- Provider's Name
- Date(s) of Service
- Detailed statement of services rendered or an EOB (Explanation of Benefits)
- Amount charged for each procedure
- Person who received the service

FSA Benefit Card

- The FSA Benefits Card is activated upon first card swipe
- The Card is accepted at healthcare and IAS certified non-healthcare merchants.
- IAS certified pharmacies include: Walmart, Walgreens, Sam's Club, Kroger, CVS, Target, and many other local merchants

Things to Remember

- Your FSA Benefits Card is pre-loaded with your annual election.
- You can login to your personal account at <https://glynn.info> 24/7 to access all of your FSA information.
- You should keep all itemized bills in the event you are asked to submit them for eligibility verification per IRS regulations.
- You may receive emails requesting documentation be submitted to verify a card swipe. Failure to send the requested documentation by the specified date may result in your card being temporarily deactivated.

What is a Valid Receipt?

The IRS requires us to collect specific information to verify the purchases made with your flex debit card.

Acceptable documentation should include:

- Provider's name
- Date(s) of service
- Detailed statement of services rendered or an EOB (Explanation of Benefits)
- Amount charged for each procedure
- Person who received the service

Bad Receipts

JOES'S PHARMACY
123 North Street
Date: 06/25/11 Time: 10:35 AM
Terminal ID: P12300000459
Merchant ID: 51523659874512
VISA
*****0359
SALE
BATCH: 0012475
AUTH: 00035
TOTAL:
\$17.05

ABC DENTISTRY
123 Main Street
Jackson, MS 54321

Jane Smith Account: 0659861235
329 Magnolia Lane
Ridgeland, MS 54333 Billing Date: 2/05/2012

Date	Patient	Tooth	Description	Charge	Credit
1/15/2012	Tommy		Previous Balance	158.00	
1/31/2012			Credit Card Payment		-158.00

Scheduled Appointments:
Jane March 12, 2012 8:00 am
Rob March 12, 2012 8:00 am

Balance Due: \$0.00

Service
Description
Missing

Good Receipts

JOE'S PHARMACY
06/25/2011
123 North Street
Jackson, MS 54321
(601) 234-5678
RX: 123456 \$20.00
Customer Receipt
Customer: JOHN SMITH
Loratadine 20 mg tablet
Take once daily

ABC DENTISTRY
123 Main Street
Jackson, MS 54321

Jane Smith Account: 0659861235
329 Magnolia Lane
Ridgeland, MS 54333 Billing Date: 2/05/2012

Date	Patient	Tooth	Description	Charge	Credit
1/15/2012	Tommy		Extraction	158.00	
1/31/2012			Credit Card Payment		-158.00

Scheduled Appointments:
Jane March 12, 2012 8:00 am
Rob March 12, 2012 8:00 am

Balance Due: \$0.00