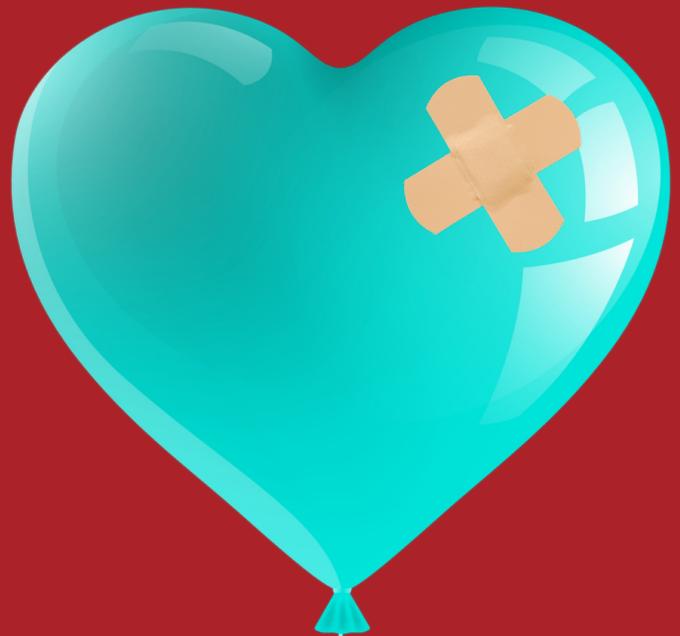


Healthcare

# FSA

Save over \$800 a year  
on health expenses



Hello!

We're **Administrative Solutions** and we administer the Healthcare FSA provided to you by your company. This toolkit will help you understand what a healthcare FSA is, how it works, and the many ways you can save money by participating. It also offers tips and tools for understanding your healthcare finances and becoming a more aware healthcare consumer.



# Healthcare Flexible Spending Account (FSA)

A Healthcare FSA is a personal expense account that works with your employer's health plan, allowing you to set aside a portion of your salary pre-tax to pay for qualified medical expenses.

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## Many ways to use your dollars

Use it for eligible medical, dental, vision, feminine products, over-the-counter and prescription drugs. In fact, there are more than 38,000 ways you can use your FSA funds.

## Family coverage

It covers you, your spouse, and eligible dependents!

## Easy to use

Pay using your ASi debit card or by submitting a claim online or on the WEX Cloud mobile app.

## Maximum Contribution

**IMPORTANT!** The contribution limit varies by employer, but you may be able to contribute up to \$2750 per year. The funds in the account must be used during the plan year, but they are available to you immediately.



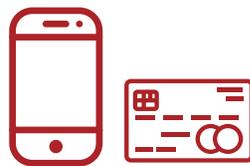
**FAMILY**

COVERS YOUR  
WHOLE FAMILY



**38K**

DIFFERENT WAYS TO  
USE YOUR FUNDS



**EASY**

MULTIPLE WAYS TO  
SUBMIT CLAIMS



**\$2750**

MAXIMUM  
CONTRIBUTION

# An FSA helps you pay for things you already buy

An FSA helps you pay for things you likely already pay for, but now you get to do it tax free.

There are thousands of eligible expenses for tax-free purchases with your FSA funds, including prescriptions, over-the-counter drugs, feminine products like tampons, doctor's office copays, health insurance deductibles, and even things like band-aids and first aid kits.



## NOW ELIGIBLE!

### Over-the-counter (OTC) Medications

On average, U.S. households spend \$338/year on OTC products like Tylenol®, Zyrtec®, and cold medicine. With an FSA, you save \$100 each year on those purchases.

### Feminine Care Products

The average woman spends \$300/year on feminine care products. With an FSA, you would save \$90 each year.

## Pay 30% less on medical expenses

Federal, state, and FICA taxes lower your take-home pay by 30% or more, leaving the remaining 70% for your living expenses. When you use an FSA, you set aside money before it is taxed, so you spend the entire 100% of your earned income. This means you save 30% on your out-of-pocket healthcare expenses when you use your FSA. **It's like free money!**



**EXAMPLE:** Tanner has worn contacts since she was in college and every year it costs her around \$1000 to buy her contacts. Most of the time she doesn't have \$1000 to spend up front, so she has to buy the contacts in spurts, a couple boxes every month. **With her Healthcare FSA, Tanner purchases her contacts and saves \$300 due to her tax-free savings of 30%.** Best of all, she can buy a year's worth of contacts all at once because her FSA funds are available immediately and in full.

## How does it work?



### **Estimate your annual election**

During your open enrollment use an FSA calculator to estimate your expenses for the plan year and come up with how much your annual election should be.



### **Monthly paycheck deductions**

Your annual election amount will be evenly deducted pre-tax from your paycheck throughout the plan year. You cannot change your annual election amount after the plan start unless you have a qualified change in status.



### **Funds are available immediately**

Once you are enrolled, you have access to your funds immediately. Claims can be submitted online or through the WEX Cloud mobile application.



### **Pay and submit claims!**

Claims can be submitted online or through the WEX Cloud mobile app. Some ASi plans also offer a debit card, which is your fastest way to pay and avoid a claim.

# Accessing your benefits couldn't be easier!

Just swipe your ASi Benefit Card to pay for eligible healthcare expenses. Funds come directly out of your FSA and are paid to the provider. Some swipes require us to verify the expense, so hang on to your receipts! If we need to see it, we will send you a notification. [Learn more.](#)

**IMPORTANT!** Some plans do not include the ASi Debit Card, but that's ok! You can also submit claims through your WEX Cloud online portal, mobile app, email, fax, or mail. Claims are processed within a few days and reimbursements are issued according to your employer's reimbursement schedule.



## ASi is here for you!

We're committed to providing you with unparalleled customer service. If you have questions, we're here to answer them!

**U.S.**

100% US-based, live customer support

**45 sec**

If you have a question, you wait less than a minute to talk with a live ASi expert

**2 days**

Claims are turned around within 2 days to ensure you are reimbursed fast

# Why should I enroll?

## Save enough money to pay for three months of groceries or a gym membership for a year

If you're like the average consumer, you normally spend \$1400/year on out-of-pocket healthcare expenses (e.g. prescriptions, contacts, braces, and even products like Band-Aids). With an FSA, you only pay \$980 for those same expenses—saving \$420 (assuming a tax rate around 30%). If you elect the full \$2750, you save over \$800.

## Rest easy knowing you have emergency funds for unexpected costs

An FSA lets you set aside funds for preventative, routine, and unexpected care for not only you but also your family - making it easy to take care of health and wellness needs.

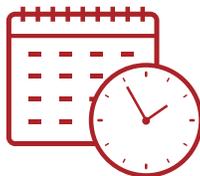
## Don't wait to get your son's braces, new glasses, or that laser eye surgery you've always wanted

Depending on your FSA plan design, you have 12 to 14.5 months to spend your money, but the full amount is available to you immediately. **IMPORTANT!** This means you can take care of any pressing healthcare needs at the beginning of your plan year, even if you haven't contributed anything to your account yet.



**\$1,400**

AVERAGE  
ANNUAL  
ELECTION



**12 - 14.5**

MONTHS TO  
SPEND YOUR FSA  
MONEY



**\$800+**

AMOUNT YOU SAVE.  
EQUIVALENT TO THREE  
MONTHS OF GROCERIES

# 38,000 ways to spend your FSA!

## There are 38,000 products and services you can buy for with tax-free FSA money

Spend your money on anything from medicines and hospital services to acupuncture and training a service dog. Here are just a few to give you an idea:



**NEW!** Over-the-counter drugs

**NEW!** Feminine products

Prescriptions

Copays & Coinsurance

Deductibles

Office Visits

Dental work

Orthodontia

Glasses & Contacts

Chiropractic

Massage

Acupuncture

Capital improvements to your home, such as ramps, railings and support bars

Mileage for travel to and from healthcare appointments

Night guards

Bandages and other medical supplies

Birth control

Breast pumps

Breast reconstruction surgery

Childbirth classes

Eye surgery, including laser eye surgery and Lasik

Fertility treatments and monitors

Flu shots

Hearing aids and batteries

Insulin

Lab fees

Physical therapy

Prescription sunglasses

Prosthesis

Psychologists and therapy

Stop-smoking programs

Sunscreen

Vaccinations and immunizations

Walking aids like canes, walkers and crutches

Weight-loss program (if it's a treatment for a specific disease diagnosed by a physician)

Wheelchairs

X-rays

Nursing services

[Click here for a full list of eligible items](#)



# Don't be afraid of use-it-or-lose it

The Healthcare FSA is subject to the “Use-It or Lose-It” rule. This means that **if you do not use all of your annual election within the plan year, the remaining funds are not refundable to you.** Fortunately, very few participants forfeit money in an FSA, and the IRS has relaxed the rules in recent years to make it easier for FSA participants to avoid forfeiture.

## Some plans include features that extend deadlines and roll over funds

### Run-out Period

The run-out period is how long you have to file a claim for medical costs incurred during the plan year and during the grace period following the plan year. Run-out periods vary by employer and typically last 60 to 90 days after the end of the plan year.

### Carryover

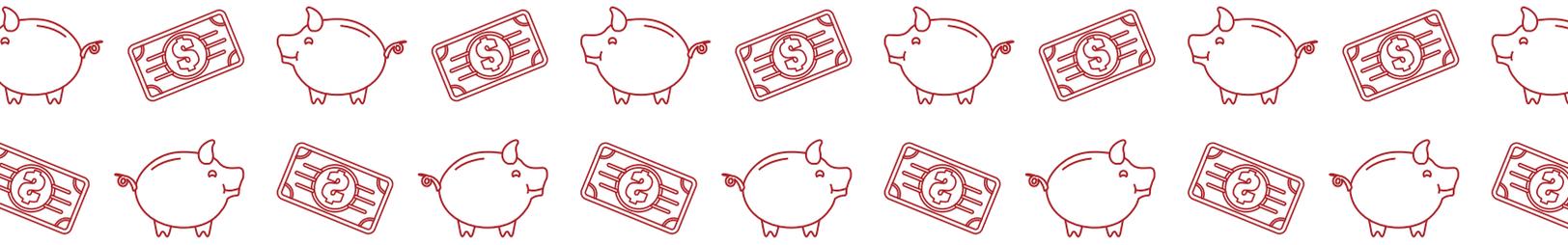
The Carryover feature allows participants to roll over up to \$550 from one plan year to the next. Any funds above the threshold would be forfeited. This is an optional feature, so check your employer’s plan design to see if the Carryover is included.

### Grace Period

The Grace Period gives you an extra 2.5 months at the end of the plan year to incur expenses against your FSA balance. This is an optional feature, so check your employer’s plan design to see if the Grace Period is included.



*Check your employer’s plan design to see if the Grace Period or Carryover feature is part of your plan. Plans can only have either a Grace Period or Carryover, not both.*



## Bottom line

If you plan on spending even a dollar out-of-pocket for healthcare this year, a tax-advantaged benefit account will save you an average of 30% on every expense.

### **Enroll now!**

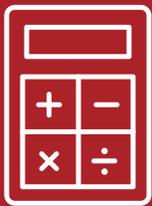
In order to participate in your company's FSA program you will need to sign up during your open enrollment period. Even if you participated last year, you will still need to re-enroll during this year's open enrollment.

# Want to know more?

Below are some additional resource links to help you get the most out of your Healthcare FSA benefit! Click to learn more.



[\*\*Healthcare FSA Overview\*\*](#)



[\*\*Tax Saving Calculator\*\*](#)



[\*\*FSA Store\*\*](#)

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ADMINISTRATIVE  
SOLUTIONS

a division of



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benefit solutions