

# Flexible Spending Accounts

## 2 ½ Month Grace Period

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The FSA plan includes a provision that will allow you to continue to incur health care and dependent day care expenses for 2 ½ months after the end of the plan year! That's right! This means you can incur expenses for up to 14 ½ months.

### How does it work?

Assume you contributed \$2,000 into your HCFSA. But, you only spent \$1,500 during the plan year. You have another 2 ½ months to incur expenses and spend the funds from your account!

### What else should I know?

- If you have not participated in the FSA, now is the time! You have much less risk of losing unused funds as you have another 2 ½ months to incur expenses.
- The deadline to submit claims remains unchanged.
- You have valuable tax savings by paying for recurring and predictable expenses with pretax dollars.
- By paying pretax, you do not pay federal or state tax (in most cases), or FICA tax. Most employees save at least 30% by paying pretax.
- If you have an HSA you cannot make contributions if you are enrolled in a general-purpose health care FSA. However, you may be able to make HSA contributions by the first day of the calendar month following the end of the grace period. Contact your HSA custodian bank for more information. If, however, you participate in a limited-purpose health care FSA, there is no impact to your HSA eligibility. Each plan is different so please confirm with your employer.

### How do I submit claims and get reimbursed?

As you incur expenses, you can submit a claim to be reimbursed. ASIFlex offers several easy ways to submit claims for reimbursement. You do not have to choose only one option; you can use multiple options throughout the year.

- **ASIFlex mobile app** Download the app and log in to your account. Then, just snap a picture of your insurance plan explanation of benefits (EOB) statement, or itemized statement from your provider and submit a claim via the app. It's easy and it's fast!
- **ASIFlex Online** Sign in to your online account at ASIFlex.com to submit a claim.
- **Toll-free fax or mail** Download and complete a claim form. Then, submit it with your insurance plan EOB or provider itemized statement. Keep a copy for your records.

Reimbursements will be made to you within three business days following receipt of a complete claim. Log in to your ASIFlex account to sign up for direct deposit reimbursement to a bank account of your choice. You can also sign up for email and text alerts.

For more information, view the employer plan document or visit ASIFlex.com to obtain IRS Publication 502, Medical and Dental Expenses; a list of eligible expenses; and general plan information.

### Manage your

**account** Register your account at ASIFlex.com to see your account statement and balance, submit claims, sign up for email, text alerts and direct deposit.

### Check out over-the-counter (OTC)

**products** Bandages, blood pressure monitors, diabetic supplies, contact lens solution, menstrual care products, sunscreen, drugs and medicines are just a few of the eligible OTC items. Go to ASIFlex.com and click on the FSA Store link.

### Get the ASIFlex app!

- Submit claims.
  - Submit documentation.
  - Access your balance and account statement.
- Search ASIFlex Self Service and download the app today.



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