

City of Boston Flexible Spending

Flexible Spending Account plans are a tremendous opportunity for you to enhance your benefits package. Your employer is aware that these are highly beneficial programs and wants all of its employees to have the opportunity to participate in an IRS Section 125/Flexible Spending Account Plan administered by Cafeteria Plan Advisors, Inc.

Most employees pay for dependent care and health care expenses on an after-tax basis. Flex programs allow you to set aside a portion of your paycheck tax free to pay for these eligible expenses. The result is a reduction in your taxable income, which will give you an increase in your take home pay. Don't miss out on this opportunity to save an average of 30%, depending on your tax status!

Health Care Account

Employees may set aside up to **\$2,700** per plan year to pay for out-of-pocket health care expenses for themselves and their family members. Examples include:

- Copays for office visits and prescription drugs
- Health and Dental Deductibles
- Orthodontia and other dental expenses
- Contact Lenses, eye glasses, laser eye surgery
- Visits for Chiropractic Care or Acupuncture

If you or your spouse are 'contributing' to a Health Savings Account (HSA), you are NOT ELIGIBLE for the FSA Health Care Account.

Dependent Care Account

Employees can set aside up to **\$5,000** per plan year to pay for out-of-pocket dependent care expenses for children under the age of 13 or elderly parents.

This includes:

- Day Care
- Before School Care & After School Care
- Summer Day Camp
- Elder Care

Although you can claim dependent care expenses when you file your taxes, in most cases, people are able to save more money this way. Dependent Care participants must complete a [Dependent Care Claim Form](#) each new plan year for reimbursement.

Parking & Transit Account

The Parking and Transit programs allow you to set aside up to \$265* per month/\$3180* per year for qualified transportation, commuter parking and/or transit expenses (excluding tolls). Massachusetts employees currently can only deduct up to \$130 per month under the State Tax, but up to \$265 in Federal. If your parking and/or transit needs change, you have the flexibility to reduce or increase your monthly election. Qualified expenses, incurred by the employee only, include:

Parking: Parking expenses incurred during your commute to work.

Transit: Transit expenses incurred during your commute to work by/for:

- a Mass Transit bus, rail or ferry pass, token, fare card, or voucher **(excluding tolls)**
- Qualified parking on or near the location from which your employees commute to work using mass transit, commute highway vehicles, or carpools.
- Commuter highway vehicle (seats at least 6 adults plus driver) used to transport employees to/from the worksite.

PLAN YEAR

Date of Hire -

12/31/2020

75 Day

Grace Period

Your employer has elected to implement a grace period at the end of the plan year. This grace period will give enrollees an additional 75 days after 12/31 to spend any money that may be left in their medical accounts at the end of the plan year.

Benefit Cards

Health Care Account FSA participants will receive 2 debit "Benny" cards. Your spouse or IRS dependent can sign the second card. Cards arrive pre-loaded with the amount you elected, and can be used the first day of the plan year. You may use your debit card to pay for eligible expenses at the point of sale.

Do not throw your cards away when you have exhausted your election

when you re-enroll in the following plan year, your new election value will be added to your existing card.

How to enroll:

- Complete the FSA Enrollment Authorization form provided along with this document
- Complete the form and return to CPA, Inc. within 30 days of your date of hire.
- Return form by Fax (781-848-8477) or email to info@cpa125.com
- Contact Cafeteria Plan Advisors @ 781-848-9848 for any additional questions you may have after reading through literature.

How claims process works:

- There are 3 options to file a claim **after 1/1/2020**;
 - Send your receipts along with the [Health Care Expense Claim Form](#) or the [Dependent Care Claim Form](#) to Cafeteria Plan Advisors via info@cpa125.com or fax or mail
 - Use the app, CPA FLEX MOBILE, to upload your receipt and file your claim
 - Log into your account at www.cpa125.com and click on FILE A CLAIM
- Participants are required to have the funds 'available' in your account. Reimbursements will not work if an amount exceeds your current balance!
- Dependent Care Account participants: Complete the dependent care certification form at the beginning of the plan year. Receipts do not need to be sent to CPA for reimbursement. The amount available in your dependent care account will be paid out to you automatically throughout the year based on the date of service.
- Expenses must be incurred (not paid) within the plan year and during active employment.
- Claims must be submitted within 90 days from the end of the plan year.
- Elections can ONLY be changed during the plan year due to a qualifying event/family status change—contact CPA for details regarding qualifying events and what types of changes you can make.

How to log into consumer portal:

- [Visit our website](#) to access the Consumer Portal
- Enter your Username (first initial, last name and last 4 digits of SSN# (**example: jsmith6266**) please note letters are lowercase
- Enter your Username again in the password box
- Choose & answer security questions
- Create your own password (must include 6 letters capital letter/lower case letters & one numeral or more)