



ENROLLMENT

# Stanford University

## Flexible Spending Account (FSA)



Save up to 30% on healthcare, dental, vision,  
and dependent day care expenses  
when you enroll in an FSA!

**Stanford** | Benefits  
University Human Resources

Open Enrollment Window: October 25 - November 12, 2021

2022 Benefit Plan Year: January 1 - December 31, 2022

# OPEN ENROLLMENT



What if you could save 30% on health care and dependent day care expenses?

What if paying for prescriptions was less of a bitter pill to swallow because you had a benefits debit card?

What if you had more money because summer day camp was paid for from pretax funds?

What if orthodontia didn't have to be such a kick in the teeth?

It's not just a dream – all of those things are possible.

You just need a Flexible Spending Account (FSA)!

Enroll now during open enrollment.

## Making sense of Flexible Spending Accounts (FSAs)

Open Enrollment for benefits can feel overwhelming. You have a lot to think about ... which medical plan, how much to set aside for deductibles and co-pays? Who has the time or energy to think through yet another option?

But wait! Don't give up. Those ideas above are true! You can save up to 30% on costs and you can help offset expected (and unexpected!) expenses with pretax money.

Take a few minutes to review this Enrollment Kit.

### Savings Example

	<u>Without FSA</u>	<u>With FSA</u>
Gross Monthly Pay	\$3,500	\$3,500
<u>Pretax Contributions</u>		
HCFSA Expenses	\$0	-\$200
DCFSA Expenses	\$0	-\$400
<b>TOTAL</b>	<b>\$0</b>	<b>-\$600</b>
Taxable Monthly Income	\$3,500	\$2,900
Taxes (Federal, State, FICA)	-\$968	-\$802
Out-of-Pocket Expenses	-\$600	\$0
<b>Monthly Take-Home Pay</b>	<b>\$1,932</b>	<b>\$2,098</b>

**Net increase in take-home pay = \$166/month!**

For illustration only. Annual dollar amounts may vary.

# FLEXIBLE SPENDING ACCOUNTS



You may enroll in one or both Flexible Spending Accounts (FSAs) available to you.

## HEALTH CARE FSA

Pretax benefit used to pay for qualified health care expenses not reimbursed by your medical, dental, or vision care insurance plan. This account covers expenses for yourself and your dependents, even if your dependents are not covered by a Stanford health care plan.

## DEPENDENT DAY CARE FSA

Pretax benefit used to pay for day care expenses for eligible dependents in order for you to work, seek employment, or attend school full-time.

## KEY DEFINITIONS

### Carryover

Participants are allowed to carry up to \$550 from a Health Care FSA forward into the next plan year. For example, if you set aside \$2,000 in your Health Care FSA, but only used \$1,500 of it over the year... you can carry over the unused funds into the next benefit plan year with no penalty.

**Note for re-enrolling participants:** Per the Consolidated Appropriations Act 2021, all unused 2021 Health Care FSA and Dependent Day Care funds will carry over into 2022 with no risk of forfeiture. With the expiration of this provision, the standard IRS limit of \$550 will apply to unused 2022 Health Care FSA funds; carryover will not apply to 2022 Dependent Day Care funds.

### Contribution Limits

Health Care FSA: \$2,750 annual limit

Dependent Day Care: \$5,000 annual limit per household. (If married but filing separately, the limit is \$2,500.)

### Runout Period

This refers to the additional time after the plan year end to request reimbursement for expenses incurred during the prior plan year. Stanford allows for a 120-day runout period.

# ENROLLMENT INFORMATION



## Important Enrollment Dates

- Open Enrollment Window: **October 25 - November 12, 2021**
- 2022 Benefit Plan Year: **January 1 - December 31, 2022**
- Deadline for new hire enrollment: within 31 days from hire date.
- Deadline for enrollment/change for qualified life event: within 31 days from date of qualifying event.
- Re-enrollment is required every year for all plans.

To enroll, visit **My Benefits on the Cardinal at Work website**.

## What to Expect Once You're Enrolled

New participants will receive via email (or mail if no email address on file) an enrollment confirmation and a Welcome Kit with an informative FSA Participant Checklist. Watch for these materials and review them carefully. You'll also receive a Stanford FSA Mastercard (mailed to your home address) to pay for expenses at the point of purchase. And be sure to download the TASC Mobile App to track your account balances and submit requests for reimbursement on the go! It's that easy.

Re-enrolling participants will use the same Stanford FSA Mastercard (until expiration), and account access will likewise remain unchanged.

## TASC CUSTOMER CARE

**Phone:** 855-842-4913  
Hours: Monday-Friday, 8 am-5 pm, all time zones

**Online:** <https://partners.tasconline.com/stanford>



# HEALTHCARE FSA



A Healthcare FSA lets you use pretax dollars to pay for qualified healthcare expenses for you, your spouse, and your qualified dependents. It reduces your taxable income and helps save you money.

- Pretax benefit for medical, dental, or vision expenses.
- May carryover up to \$550 each year. (Exception: The Consolidated Appropriations Act 2021 allows all unused 2021 Health Care FSA funds to carry over into 2022 with no risk of forfeiture. With the expiration of this provision, the standard IRS limit of \$550 will apply to unused 2022 Health Care FSA funds.)
- Funds become available January 1 each year.
- Annual limit is \$2,750.

## Who can use a Healthcare FSA?

Almost everyone can benefit from this account! It covers all kinds of healthcare expenses—from co-pays to emergency room visits.

A few examples of how it can be used:

- Prescriptions (even set up mail orders for ongoing prescriptions).
- Corrective contact lenses – and the vision exam.
- Orthodontics for you or any of your dependents.
- Acupuncture sessions.
- Dentist and doctor visits.
- Feminine care products.
- Over-the-counter (OTC) drugs/medicines

And if you look at your prescriptions and co-pays, you may find that you would definitely pay \$550 in a year. Why not have that money be tax-free?

NOTE: If you have a life event during the plan year (marriage, divorce, birth, adoption, etc.), you may be able to make a change in the amount of your Healthcare FSA.

## How does it work?

You determine your annual election amount for the plan year based on your total anticipated expenses. Your annual contribution is deducted pretax from your paycheck in equal amounts throughout the plan year. Your total election amount is 100% available to you on the first day of the plan year.

## Stanford FSA MasterCard convenience

Use your Stanford FSA Card to pay for qualified expenses or easily submit requests for reimbursement online or via mail or fax to receive your reimbursements.



### What expense can be reimbursed?

A Healthcare FSA can help pay for medical, dental and vision expenses. Some examples of eligible expenses are:

MEDICAL	DENTAL	VISION
Chiropractic care	Braces and orthodontics	Contact lens solution
Doctor fees	Cleanings and fillings	Eye exams
Prescription drugs	Co-pays and deductibles	Prescription eyeglasses/contacts

Examples of ineligible expenses include cosmetic surgery, marriage counseling, teeth whitening products, vitamins and supplements, and weight loss programs.

This is only a partial list. For more information, see the Stanford FSA home page at <https://partners.tasconline.com/stanford>. For the complete list of eligible and ineligible expenses, visit IRS.gov in IRS Publications 502 and 503.



### Carryover puts your mind at ease!

The carryover option with your Healthcare FSA allows up to \$550 of any leftover health care funds to be carried over into the next plan year with no cost or penalty.

If you are nervous about trying a Healthcare FSA, why not consider electing \$550 in your first year? Remember, you have the ability to carry over any unused funds into the next year—which makes a Healthcare FSA virtually risk-free.

### Carryover funds are available automatically

#### Available Funds Transfer April 30

Once the Runout Period ends on April 30, any unused balance of \$550 or less\* automatically carries over to the new plan year and is added to your available balance in mid-May.

\*Per the Consolidated Appropriations Act 2021, all unused 2021 Health Care FSA and Dependent Day Care funds will carry over into 2022 with no risk of forfeiture. With the expiration of this provision, the standard IRS limit of \$550 will apply to unused 2022 Health Care FSA funds; carryover will not apply to 2022 Dependent Day Care funds.

# DEPENDENT DAY CARE FSA



A Dependent Day Care FSA lets you use pretax dollars to pay for day care expenses for eligible dependents in order for you (or your spouse) to work, look for work, or attend school full-time. It reduces your taxable income and helps save you money.

An eligible dependent is defined as someone under age 13, or a spouse or other tax dependent who is physically or mentally incapable of caring for him/herself. Please note, there is no age limit for a child who is determined to be unable to care for him/herself.

- No carryover of funds. (Exception: The Consolidated Appropriations Act 2021 allows all unused 2021 Dependent Day Care funds to carry over into 2022 with no risk of forfeiture. With the expiration of this provision, carryover will not apply to 2022 Dependent Day Care funds.)
- Funds become available after each payroll deduction.
- This account can only be used for care of eligible dependents, not for health care expenses.
- Annual limit is \$5,000 per household. (If married but filing separately, the limit is \$2,500.)

## Who can benefit from a Dependent Day Care FSA?

Many people can benefit from this account which covers children and elder care expenses. A few examples of how it can be used:

- Day care for children under 13 years of age.
- Summer day camps for children under 13 years of age.
- Elder care for a parent living with you.
- Nursery school (preschool) fees.
- Late pick-up fees.

NOTE: If you have a life event during the plan year (marriage, divorce, birth, adoption, etc.), you may be able to make a change in the amount of your Dependent Day Care FSA.

One important thing to know: a Dependent Day Care FSA is a "money in-money out" benefit. That means you can only use what has already been deducted from your pay-check. For example, if you opt to have \$200 per check,

## Important Information About Care Providers

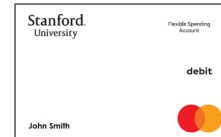
- All persons and organizations providing dependent care must be identified on IRS Form 2441. The provider name, address, and taxpayer identification number (Social Security Number in some situations) must be included.
- If a center provides care for more than six persons, it must comply with all state and local regulations.
- Payments made to relatives who are not dependents can be included, but not to a dependent for whom you can claim an exemption or for your child who is under age 19 at the end of the year (regardless of whether he or she is your dependent).
- You may use IRS Form W-10 to request the required information from the care provider.

after your first paycheck of the year, your Dependent Day Care FSA has a balance of \$200. If you submit a \$400 expense, only \$200 will be paid immediately. The remaining \$200 will be paid once you have another payroll deduction.

## How does it work?


You determine your annual election amount for the plan year based on your total qualified expenses. Your annual contribution is deducted pretax from your paycheck in equal amounts throughout the plan year. Your Dependent Day Care FSA funds will be available to you as your payroll deductions are taken.

Use your Stanford FSA Card to pay for expenses or easily submit requests for reimbursement online or via mail or fax to receive your reimbursements.



## What expenses can be reimbursed?

A Dependent Day Care FSA can help pay expenses for caring for your dependents so you can work, look for work, or go to school full-time. Some examples of eligible expenses are:

<p>Before and after school programs (for children age 13 and under)</p> <p>Late pick-up fees</p> <p>Licensed day care and adult care facilities</p> <p>Nanny expenses for dependent care</p> <p>Nursery/preschool fees</p> <p>Summer day camp</p>	
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For reference, here are a few examples of ineligible expenses: activity fees, babysitters for non-work hours, child support payments, dependent medical expenses (use a Health Care FSA for these expenses), food, clothing, and entertainment for dependents.

This is only a partial list. For more information, see the Stanford FSA home page at <https://partners.tasconline.com/stanford>. For the complete list of eligible and ineligible expenses, visit IRS.gov in IRS Publications 502 and 503.

## Special rules for divorced or separated parents

A non-custodial parent who is entitled to claim the child as a dependent on his/her tax return may not treat the child as a qualifying individual for the dependent care benefit even when that parent is financially responsible for providing the care. Only one parent (the custodial parent) may qualify for the dependent care benefit for a taxable year. The regulations do not provide any relief for a non-custodial parent that incurs dependent care expenses for the portion of the year in which they have custody of the child to enable the non-custodial parent to work.



# TOOLS & RESOURCES

We provide you with multiple tools and resources to take the guesswork and worry out of your FSA.

## FSA Participant Checklist

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This helpful checklist helps you get started managing your account—from logging in and requesting reimbursements to reviewing FSA Card transactions and downloading the TASC mobile app.

## Stanford FSA MasterCard

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Your Stanford FSA Card pays for your FSA expenses without needing to request a reimbursement! You'll receive your FSA Card at your home mailing address in a plain, unmarked envelope. The card displays your 12-digit TASC ID on the back of the card. Most eligible expenses are approved and paid at the point of purchase, reducing the need to submit requests for reimbursement.



**Save time. Save money. Save paperwork.**

- Easy payment of expenses—just swipe anywhere Mastercard is accepted. Charge is automatically deducted from your FSA.
- No out-of-pocket expenses for you.
- No need to request a reimbursement.

### MyCash reimbursement account

On those occasions when you don't use your FSA Card to pay for a qualified expense, simply request a reimbursement. Your reimbursement is deposited in your MyCash account. The funds in MyCash can be spent just like cash—any way you choose! There are no restrictions on the type of expenses for these funds.

- Swipe your FSA Card at any merchant that accepts Mastercard.
- Withdraw at an ATM using your FSA Card (and a PIN). ATM/bank fees may apply.
- Transfer to a personal bank account. (From Universal Benefit Account, click Schedule a Balance Transfer.)

### Keep your receipts

IRS regulations require evidence that the FSA Card swipe is for an eligible expense. Remember to ask for an itemized receipt. While the FSA Card is designed to electronically substantiate transactions, there may be times where a purchase cannot be substantiated. Your online account will show if additional documentation is needed. To substantiate a purchase, simply log in to your online account and upload documentation.

## Universal Benefit Account

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Access your account information online at anytime, 24/7/365:

**<https://partners.tasconline.com/stanford>.**

**Use the green login button to access via Cardinal at Work / My Benefits login.**

- View your account balance and details.
- View your claim history.
- Submit claims with documentation.
- Set notifications.
- Sign up for direct deposit.
- Order additional FSA Cards.



## TASC Mobile App

### Access your account on the go!

- View real-time account balances and account history for FSA and MyCash accounts.
- Submit reimbursement requests and upload receipts using your device camera.
- Access your notifications.
- Review plan information and contributions.



To download the free app, visit the Apple® App Store (iOS) or Google Play for Android™ and search for **TASC App**. Log in using your email address and password.

### Picture to Pay

Picture to Pay makes paying an expense even easier. Click the menu option called PICTURE TO PAY and a camera will pop up. Take a picture of the invoice, enter the amount you would like to pay, review it, and then submit. That's all there is to it!

### Biometric Security

Everyone is worried about security these days. Biometric Security is the identification of a person by biological features, like a fingerprint, a thumbprint, or facial recognition. As part of the Universal Benefit Account, TASC uses biometrics to authenticate and provide participant access to their account and create a much more secure environment than a password can provide. Setting up Biometric Security is a readily available feature when you download the TASC app on your mobile phone.

### TASC Card Lock

If your card is lost or stolen, you can quickly disable it with TASC Card Lock online or via the TASC mobile app. When found, simply unlock it and it's ready to use again.

