



## Miami Dade College

### Flexible Spending Account Program Administered by AmeriFlex

#### **MEDICAL REIMBURSEMENT ACCOUNT**

You can use the Health Care Account to pay back to yourself monies that do not exceed your election amount in annual healthcare expenses and that meet these qualifications:

- The expenses must be for service received during the plan year.
- The expenses are not covered by any healthcare plan in which you are enrolled.
- The expenses would otherwise be allowable deductions on your income taxes.

#### **DEPENDENT CARE ACCOUNT**

With the Dependent Care Account, you can set aside tax-free income to pay for dependent care expenses, such as day care that normally are paid with after-tax dollars. If your spouse is unemployed or doing volunteer work, you cannot set up a reimbursement account. The account is designed for households where both partners work.

#### **YOU CAN SET UP THIS ACCOUNT IF:**

- You and your spouse both work.
- You are the single head of a household.
- Your spouse is disabled or a full-time student.

Each calendar year, the IRS allows you to contribute the following amounts, depending on your family status:

- If you are single, the lesser of your earned income or \$5,000.
- If you are married, you can contribute the lowest of:
  1. Your earned income or your spouse's earned income.
  2. \$5,000 if filing jointly, or \$2,500 if filing separately.

#### **CUSTOMER SERVICE**

If you have any questions regarding your medical and/or dependent care FSA account and you would like to speak with an AmeriFlex representative, please contact customer service Monday through Friday, 8:30 a.m. to 5:30 p.m. EST:

888-868-3539 (phone)

856-631-1020 (fax)

[service@flex125.com](mailto:service@flex125.com) (e-mail)

#### **HOW TO GET A BALANCE ON MY FSA ACCOUNT**

**With the Flex Card:** You can review your account online by visiting [www.benefitspaymentsystem.com](http://www.benefitspaymentsystem.com) (which will navigate you to a secured Web site). In order to utilize your online account, please make sure you are using Internet Explorer or Netscape Navigator versions 5.0 or greater. Initially, you will need to "Create an Account" and answer a series of security questions, so please have your flex card available prior to creating your online account. After you have completed the setup of

your account, you will have immediate access to your information. Each time you visit the Web site, you will only need to remember your user ID and password. Once online, you can review your account balance, claims paid, have answers to Frequently Asked Questions, report lost or stolen cards, and order a replacement card. Please note that once you order a replacement card, your “old” card will be immediately deactivated for security purposes, *so please be cautious when reporting a lost or stolen card.*

Without the Flex Card: You can receive account information (such as claims status, account balances, etc.) by calling your AmeriFlex customer service center. You also can send your request via e-mail to [service@flex125.com](mailto:service@flex125.com). You will have access to your account balance 24 hours per day, 7 days per week at [www.benefitspaymentsystem.com](http://www.benefitspaymentsystem.com).

### **ACCESSING FUNDS WITHOUT YOUR CARD**

If a provider does not accept MasterCard®, simply submit your receipts to the address below or fax to 1-856-310-5410. You may have a check mailed directly to you or have your reimbursements directly deposited into your bank account.

### **USE IT OR LOSE IT**

If you don't use all the pre-tax dollars you deposit into your account, you will forfeit any balance in the account at the end of the plan year. ***We strongly suggest you go with “known” expenses that you can plan for during the year.*** You will have 90 days from the end of the plan year to submit claims for expenses incurred *during* that plan year.

### **ONCE ENROLLED, YOU MAY NOT CHANGE**

Once you have designated how much you want to contribute to one or both of your reimbursement accounts, you cannot stop or change your contributions unless you have a qualifying “change in family status.” Qualifying events are listed on our Web site at [www.flex125.com](http://www.flex125.com).

### **THE ADVANTAGES**

There are some *significant* advantages to using reimbursement accounts. Income directed to a reimbursement account is *tax-free*. When you pay less in taxes, you receive more spendable income. This way, the accounts can save you 15% to 30%, or even more depending on your personal tax rate.

### **USE OF THIS CARD IS AUTHORIZED FOR QUALIFIED EXPENSES AS OUTLINED BY IRS CODE SECTION 125**

- Fraudulent use of the AmeriFlex Convenience Card<sup>SM</sup> will result in loss of the use of the card.
- Any non-qualified transactions or overpayments will be paid back to the Plan by the participant per the cardholder agreement.
- Please be sure to save all receipts. You may be required to verify the eligibility of certain expenses.

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