

FSA Election Form

Please follow the steps below to thoroughly and accurately complete this form.

Date: _____
Fax- # of Pages: _____

Step 1: Personal Information (*Required)

*Company Name: _____ *Effective Date of Election: _____
 *Employee Name: _____ *Gender: _____
 Date of Hire: _____ *SSN: _____ *Date of Birth: _____
 *Address: _____ *City: _____ *State: _____ *Zip Code: _____
 Phone Number: _____ Fax Number: _____ Email Address: _____

Step 2: Enter Annual Election

FSA Elections	Annual Election Amount	Pay Period Frequency (W, B, S or M*)	First Payroll Date Affected
Health Care FSA**	\$ _____	_____	_____
Limited Scope FSA**	\$ _____	_____	_____
Dependent Care FSA	\$ _____	_____	_____

Insurance Premium Elections (For Employer Records/Information Only)	Pre-Tax Amount Per Pay Period	Pay Period Frequency (W, B, S or M*)	First Payroll Date Affected
• Health	\$ _____	_____	_____
• Dental	\$ _____	_____	_____
• Vision	\$ _____	_____	_____
• Other _____	\$ _____	_____	_____

Remember, when your needs change, FlexFSA does too! You can change your premium elections any time you have a qualifying event that would change the status and/or premium amount of your employee insurance (i.e. marriage, divorce, birth or death of a child, death of a spouse, adoption or change of employment by spouse).

*Pay Period Frequency: W = Weekly; B = Biweekly; S = Semi-monthly; M = Monthly

**If you have an HSA, you are only eligible to participate in a Limited Scope FSA if offered by your employer

Step 3: Acknowledgement and Signature

- ☐ I acknowledge that I am authorizing the company to deduct equal amounts from my paychecks to collect the designated pre-tax column above. I recognize that these selections constitute a deliberate binding decision on my part that may not be changed until the enrollment period for the next plan year or if I experience a change in status

Employee Signature: _____ Date: _____

OR

- ☐ I elect **NOT** to participate in any portion of the FlexFSA plan. (i.e. Premium, FSA, Dependent Care, Limited Scope).

Employee Signature: _____ Date: _____



GO PAPERLESS!

You can login to your account at flexiblebenefit.com and submit your claims online without needing to complete any paper forms. Get started today!

FE3R59MIA