

## Medical Flexible Spending Accounts (FSA) – SelectAccount

### How do Spending Accounts Work?

The Company offers a medical flexible spending account. This account allows you to redirect a portion of your pay, through the convenience of payroll deduction. The money going into your spending account is deducted on a pre-tax basis. This means the money is deducted from your pay before Federal, State, Social Security and Medicare taxes are calculated. Because you do not pay taxes on money going into your spending accounts, you decrease your taxable income and potentially increase your spendable income.

### How much money should you put into your accounts each month?

That depends on your expenses. We recommend you review your eligible expenses for the last few years to predict your expenses for the coming year.

### How much can you set aside?

You can set aside money into one or both of the reimbursement accounts.

- Up to \$1,500 per plan year into your medical spending account

### Medical Flexible Spending Account

Generally, any health expense considered tax deductible on your Federal tax return could be paid through your Medical Flexible Spending Account. You can use this account to pay expenses for you, your spouse, and your eligible child(ren).

You can file claims for any amount up to your total annual contribution amount at any time during the year, even if you have not yet had that amount withheld from your pay. You will receive reimbursement for the entire claim. You will simply continue to make your contributions each paycheck to cover the reimbursed claim.

### Reimbursement Process

There is **not a debit card** with your FSA account. **Medical claims are automatically taken from your FSA account and paid to the medical provider.** Other claims must be submitted directly to SelectAccount.

We recommend that you setup an on-line account to help speed up your reimbursement process. See the SelectAccount online instructions referenced in this booklet.

### Eligible Medical Spending Expenses

An example of expenses you can claim is shown below.

- Prescription medicines
- Hearing aids
- Orthopedic goods, prosthetic devices
- Doctors, Dentists, Orthodontists, Osteopaths, Chiropractors
- Optometrists, Ophthalmologists, Opticians, Eyeglasses, Podiatrists
- Nursing and Personal care facilities
- Hospitals
- Medical and Dental laboratories
- Medical services and health practitioners
- Ambulance Services, Equipment and Supplies