

*Want to save money on Medical or Child Care Expenses?  
Sign up for the Flexible Spending Account and  
put more money in your pocket!*



*Save 25% or more on eligible expenses.*

**Flexible Spending Accounts** (FSAs) allow you to set aside money from your paycheck on a pre-tax basis to pay for medical and child/elder care expenses. That means you do not have to pay federal, and in most cases, state income tax, or FICA taxes on those dollars...which means you have more money in your pocket! Most people can save at least 25% on each dollar that is set aside, for expenses they are paying for anyway!

The FSA is easy to manage, and you can take advantage of the spending accounts by following three easy steps:

- 1) Review your expenses for medical and/or child/elder care for the previous year. Make note of what you spend on regular, planned expenses, and what expenses you may incur in the coming year.
- 2) Sign up for the FSA during open enrollment.
- 3) Submit claims to ASIFlex for reimbursement of your expenses.

**That's it!!**

Estimating your annual election amount can be the most difficult part of the process, but even this is pretty easy! ASIFlex offers the following tips and tools to help!

First, take a look at your prior year's expenses, as this is a good indicator of what you might anticipate for next year.

Then make a list of your predictable or recurring expenses that you know you have, such as annual deductible, monthly prescriptions, contact lens supplies or ongoing child care costs. Next, think about any other anticipated expenses you plan to incur next year, such as eyeglasses or orthodontia.

Finally, you can use resources on the ASIFlex website ([www.asiflex.com](http://www.asiflex.com)) to help you through the process.

- Review ASIFlex's Eligible Expense list as a reference of the hundreds of eligible expenses.
- Use the ASIFlex expense estimator and the tax savings calculator to see your savings!

Remember that the more you set aside, the more you save, so it is to your advantage to do a thorough review of your expenses.

FSA-1

**Have questions?**



1.800.659.3035

Customer Service Hours: 7:00 am - 7:00 pm CT Monday -Friday; 9:00 am - 1:00 pm CT Saturday



[www.asiflex.com](http://www.asiflex.com)



[asi@asiflex.com](mailto:asi@asiflex.com)

# There are two types of accounts

The **Health Care FSA** provides you an opportunity to use pre-tax dollars to pay for out-of-pocket medical, dental, vision and hearing expenses for you, your spouse and any of your dependents (even if they are on a different insurance plan). There are hundreds of eligible expenses, including co-pays, deductibles, over-the-counter medications, prescription drugs and many more. Check the Eligible Expense list at [www.asiflex.com](http://www.asiflex.com) for more information.

You can contribute up to \$2,750 for health care expenses for 2021. You can use these dollars for eligible expenses you and your eligible dependents incur throughout the year. And, your full annual election is available to you on the first day of your plan year!



The **Dependent Care FSA** is generally used for work-related child care expenses, but you can also use DC FSA money to pay for work-related expenses for older tax dependents who are not capable of self-care. Eligible expenses include daycare, summer day camps (overnight camps are NOT eligible), babysitting, before and after school care, nursery school and pre-kindergarten expenses that are primarily for the protection and well-being of the dependent.

You can contribute up to \$5,000 per household, per calendar year (\$2,500 if married and filing separate income tax returns).



## Don't forget...

Remember that your FSA election is fixed for the next plan year once open enrollment closes – unless you experience a qualified mid-year status change - so please take your time to determine your annual election amount. For the Dependent Care FSA, unused funds are forfeited. For the Healthcare FSA, you can carryover up to \$500 of unused healthcare funds into the following plan year (2021). If you do not re-enroll in the Healthcare FSA for the 2021 plan year, any carryover dollars will be forfeited if expenses are not incurred by the end of that year. If you re-enroll, the time limitation for 2021 does not apply. You can avoid forfeitures by planning carefully and setting aside money only for predictable and recurring expenses that you know you will have. So, take your time and make an informed decision regarding how much to set aside in the Health Care and/or Dependent Care FSA.

Remember, the FSA helps you avoid paying taxes which means you have more spendable income in your pocket! If you have questions, contact ASIFlex! We are here to help!



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**[www.asiflex.com](http://www.asiflex.com)**



**[asi@asiflex.com](mailto:asi@asiflex.com)**



4000 1234 5678 9010

4036

GOOD THRU 12/15

Benny Cardman  
ABC Company

# The ASIFlex Card

## Things to Know

WWW.ASIFLEX.COM

*Know your balance!  
Check your account  
balance online or via  
the mobile app.*

*Manage your account  
and read messages  
sent to you and  
posted to your secure  
message center.*

*Each time you use the  
card, ask the provider  
for an itemized  
statement of service.*

### Use of the Card is Not Paperless

That's right! **Use of the debit card is not paperless.** In many cases, IRS regulations require you to submit back-up documentation to substantiate certain transactions. Following are some tips regarding use of the card.

### How to Use the Card

**Co-Pays** – The card works great for flat-dollar prescription or office visit co-pays under your employer plan. Keep your prescription pharmacy receipts, and ask for an itemized receipt for office visit co-pays (be sure it says office visit co-pay). You will be asked to submit documentation for percentage co-pay and coinsurance amounts.

**Mail-Order Prescriptions** – Simply provide the card number and expiration date to the pharmacy benefit manager once, and you're set! Keep your itemized mail order statement.

**Over-the-Counter (OTC) Medicines and Health Care Products** – You can purchase many OTC products using the card provided the merchant maintains an inventory system to identify FSA-eligible products. Keep the merchant itemized receipt.

**If You Have Insurance** – Ask your provider to submit to insurance first. Do not use the card at the time of service. After receiving the insurance plan Explanation of Benefits (EOB) or an itemized bill from the provider, you can use your card to pay the balance provided you do this within the plan year. Keep a copy of the EOB or provider itemized statement of service as you will be asked to provide this information.

**If You Do Not Have Insurance** – Present your card for payment and ask the provider for an itemized statement of service as you will be asked to submit this information. This itemized statement must include the provider name/address, patient name, date of service, description of the service/product, and the dollar amount owed.

### Your Responsibility When Using the Card



**Keep Documentation** – Always ask for and keep copies of all itemized statements of service (not the credit card receipt) each time you use the card. Health care providers do not automatically provide this, so it is your responsibility to ask for it. IRS regulations require you to provide this information for many expenses including hospital, lab, physician, dental and vision expenses.

Use an envelope or file to store your itemized statements and EOBs. ASIFlex will notify you if this documentation is needed. If you do not provide the requested information, the IRS requires that the card be deactivated and you may have to pay the outstanding amount back to the plan.

**You Must Comply with IRS Regulations** – Use of the card is regulated by the IRS. You must use the card only for qualifying expenses, and you must submit back-up documentation when requested to do so.



## Other Claim Options

*If you don't like using the card, you have several ways to submit claims. The choice is yours and you don't have to choose just one!*

**ASIFlex Mobile App** - Download the free app; snap a picture and submit via the app! You can also check your balance any time!

**ASIFlex Online asiflex.com** - Scan your documentation and sign into your account to submit online! Read your messages here and manage your account preferences.

**Toll-Free Fax or USPS Mail** - Download a claim form, complete and fax or mail with your documentation. Keep a copy for your records

**ASIFlex**  
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[www.asiflex.com](http://www.asiflex.com)  
Programs Tab  
Debit Card

**Insurance Pays First** – Do not use the card at the point of service for expenses that may be covered by insurance. Wait until you receive the insurance plan EOB and you can use the card to pay the balance at that time, provided it is within the same plan year. Otherwise, snap or scan a picture of the EOB and submit a claim via mobile app or online.

**Read Your Messages** – You are responsible for managing your account and reading and responding to messages sent to you and posted in your secure message center. Be sure to create your online account at [asiflex.com](http://asiflex.com).

## What to Do if You Receive a Request for Documentation

1. Respond as soon as possible. Create your online account and sign in at [asiflex.com](http://asiflex.com) or via the mobile app and read the secure message.
2. Just follow the instructions and provide the insurance plan EOB or an itemized statement of service. (Do not provide the credit card receipt.)
3. Submit online, via mobile app, toll-free fax or mail as soon as possible.

## Reasons the Card May Not Work

**Insufficient Funds** – If you attempt to use the card for an amount that exceeds your available balance, the card will decline. Know Your Balance! Use the ASIFlex Mobile App or go online at [asiflex.com](http://asiflex.com) to check your balance from anywhere, anytime!

**Deactivated** – If you fail to provide documentation when requested, the card may be deactivated. Check your account balance statement to see what transactions require back-up documentation. Transactions needing back-up documentation are highlighted in yellow, pink or red on your account balance statement.

**Invalid Merchant** – The card is limited-use and accepted at health care providers that accept VISA®. It is not valid at gas stations, restaurants, department stores, etc.

**Merchant Problem** – The merchant may encounter problems with their own terminal or may be using a merchant code that is something other than health care. For example, some teaching hospitals use an educational merchant code which would cause the card to decline.

**Never Activated** – If you did not activate the card when received, it will decline.

## Create Your Online Account

If you have not done so, be sure to set up your online account! Just go to [asiflex.com](http://asiflex.com) and click on the "Online Access/Account Detail" Tab, then click "Participant/Account Detail", then "Create an Account" and follow the instructions. You can submit claims, check your account balance, view your account balance statement, and change your settings for direct deposit, email or text alerts right from your account!

To order a debit card, just click on the card image and locate the "FSA Debit Card Application" form. Fill out and submit the form to ASIFlex. A set of two cards are mailed to your home address within 2-3 weeks.

Remember that you are responsible for managing your account and reading and responding to messages sent to you.

## Get the ASIFlex Mobile App



Once you create your online account, download the ASIFlex Mobile App. It's free and available online at [asiflex.com](http://asiflex.com), or through Google Play or the App Store.

You can check your account balance statement right from your phone or mobile device 24/7! You can also submit claims right from the doctor's office or from the pharmacy! It's fast! It's easy!