



## GETTING THE MOST OUT OF YOUR PLAN

### Medical Flexible Spending Accounts (FSAs)

- FSA money can be used for Medical, Dental, Vision and OTC\* medications and medical supplies. Please note OTC changes after HealthCare Reform.
- FSA money can be used for these services listed above for anyone claimed on your tax return even if they are not covered by your medical plan.
- FSA accounts are “pre-funded” with your annual amount at the start of the plan year. Your debit card should be swiped as CREDIT, not debit as there is not a pin given to the cards.
- You have 90 days from the end of the plan year to submit expenses that were incurred during the plan year for reimbursement. Please be sure to submit claims for a previous plan year manually, within the 75 day grace period. Do not use the FSA card.
- The grace period is 75 days. This time period allows you to spend any unused dollars in the FSA in the new plan year for incurred medical expenses.
- FSA dollars cannot be used to pay for expenses in advance, only for those incurred at the time of service.
- Any misuse of FSA money is tax fraud. GBS reserves the right to request a receipt for all expenses incurred during a plan year.
- Supporting documentation will be required **on all purchases**, as mandated by Federal Regulations.
- Please be advised that Requests for Receipts are sent directly to your home and should be responded to immediately to avoid deactivation of the FSA debit card.

### Dependent Care Flexible Spending Accounts (FSAs)

- FSA money can only be used for eligible day care costs for dependent children or elderly that are IRA qualified dependents.
- Unlike Medical FSAs, this money is not available prior to deposit and is therefore not “pre-funded”.