



## GETTING THE MOST OUT OF YOUR PLAN

### Medical Flexible Spending Accounts (FSAs)

- FSA money can be used for Medical, Dental, Vision and over the counter (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 manually submit expenses that were incurred during the plan year for reimbursement. Do not use the FSA card for these expenses.
- Up to \$500 from the current plan year can be carried over for use in the next plan year.
- 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”.