



When you can join:

- During Open Enrollment
- Upon employment
- If you experience a qualified change in family status

Ready to save?

If you've decided that a Flexible Spending Account is a valuable benefit, enroll online at:

www.altusbenefitadmin.com, or fill out the enclosed enrollment form.

Questions? Call Altus Benefit Administrators

To make sure you understand all the advantages of your FSA program, we've included a list of "Frequently Asked Questions" and an expense worksheet in this packet. For enrollment forms, relevant IRS eligibility information, visit our website at: **www.altusbenefitadmin.com**.

Or call our Customer Service Center at:
1-800-371-7542.



10 Charles Street
Providence, RI 02904

www.altusbenefitadmin.com
1-800-371-7542



**Why pay more in taxes
than you need to?**



Sign up for a
Flexible Spending Account
and start saving now!



Let Altus Benefit Administrators Show You How!

When you enroll in a Flexible Spending Account (FSA) administered by Altus Benefit Administrators, you will save money on taxes. Whether you participate in the Dependent Care Account, the Health Care Account or both, you can save by using “pre-tax” dollars to pay for eligible health and dependent care expenses. And, an easy-to-use debit card feature makes it easier to pay for qualified health care and dependent care expenses.

What is a Flexible Spending Account?

These pre-tax programs are also known as Flexible Spending Accounts (FSAs). A FSA offers you more disposable income by reducing the portion of your income that is subject to federal, Social Security (FICA) and in most instances, state income taxes.

By putting a portion of your monthly income into a Flexible Spending Account, you save by having this amount deducted from your gross income before any taxes are taken out.

Depending on your tax bracket, estimated tax savings range from 15 to 30% of the dollars you set aside.

Plus, the Flexible Spending Accounts are easy to use—with features like a debit card, online enrollment and more.



Take a Look at the Savings

The following example illustrates an employee who earns \$24,000 annually (\$2,000 monthly) and compares the monthly earnings with and without the benefit of a Flexible Spending Account:

	No FSA	With FSA
Monthly Gross Income	\$2,000.00	\$2,000.00
Flexible Spending Account Contributions	(00.00)	(\$500.00)
Taxable Wages	\$2,000.00	\$1,500.00
Taxes		
Federal 15.00%	\$300.00	\$225.00
State 5.00%	100.00	75.00
FICA 7.65%	153.00	114.75
Less After-Tax Expenses		
Health Care / Dependent Care	\$500.00	00.00
Net Monthly Income	\$947.00	\$1,085.25
Monthly Tax Savings		\$138.25
Annual Tax Savings		\$1,659.00

* Please note: These are estimates only. Your percentage could be higher or lower depending on your tax bracket

How Flexible Spending Accounts Work

Each year, you decide to participate in the health care, dependent care program, or both, and elect a specific dollar amount to be deducted from your gross income before any taxes are taken out. The money you elect to contribute is automatically deducted from your paycheck on a pre-tax basis, and deposited into your Flexible Spending Account.

When you incur an eligible expense, you can pay for it using your debit card or pay upfront and submit a claim for reimbursement. Altus Benefit Administrators will process your claim and reimburse you via direct deposit or by mailing you a check. Altus Benefit Administrators generally processes claims daily and issues checks weekly.



What are Eligible Expenses?

Flexible Spending Account programs cover a range of eligible health-related and dependent care expenses.

- **Health Care Accounts** cover everything not currently covered by your insurance plan, such as deductibles, physician office visits, prescription drug co-payments, dental care (includes orthodontia), and eyeglasses.
- **Dependent Care Accounts** allow you to pay for childcare or eldercare expenses, such as before and after school programs, day camp or care of disabled dependents.

For a more detailed list of eligible expenses, visit our website at: www.altusbenefitadmin.com. Please note that some eligible expenses may require further documentation from your physician, health care or daycare provider.

Debit Card Feature Adds Convenience

For added convenience, your FSA program also includes an easy-to-use debit card feature. This card looks and works like a typical debit card and is accepted for eligible medical expenses at most pharmacies, as well as health care providers that accept credit or debit cards. The debit card makes paying for your health or dependent care expenses fast, easy and automatic.