



# Open Enrollment Starter Kit

FLEXIBLE SAVINGS ACCOUNTS (FSA)

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WHY DO I NEED...

# A Medical FSA?

## WHAT IS IT?



A **Medical Flexible Spending Account (Medical FSA)** helps ease the burden of paying for health care by allowing you to use tax-free money to pay for your family's eligible medical expenses. After you set an election during your company's benefits enrollment period, you have access to that full election (all of the money in the account) on the first day of the plan year.

## WHAT IS IT USED FOR?



You can use the money in a Medical FSA for qualified medical expenses. This includes coinsurance and copays, your deductible, dental or vision expenses, and over-the-counter drugs and medicines. Check your Plan Highlights for additional information regarding eligible expenses.

## HOW DO I SAVE MONEY?



Just like your health insurance premiums, the money for a Medical FSA money comes out of your paycheck before taxes. That's why Medical FSAs (and other accounts like it) are referred to as "pre-tax benefits."

## TAX SAVINGS EXAMPLE

You put \$2,000 into your FSA and are taxed at a rate of 30%. You save \$600 annually.\*

\*For illustration purposes only. Individual tax rates and maximum limits apply.

## CALCULATE YOUR SAVINGS

Annual Election x Tax Rate = Annual Savings

\$ \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_

## WHY DO I NEED THIS PLAN?

There are two main reasons to participate in a Medical FSA:

- **It helps with cash flow.** The full annual election is available at the start of the plan year.
- **It's flexible.** Unlike Health Savings Accounts (HSAs) or Health Reimbursement Accounts (HRAs), a Medical FSA doesn't have any specific insurance requirements (or restrictions), so most people are eligible to enroll.



**Take the first step — estimate your expenses.** What are you likely to spend on medical expenses for the coming plan year? It's a good idea to be conservative in your estimates; you can't change your election after your company's benefits enrollment period ends unless you have a qualifying event. Be sure to check your Plan Highlights to determine the date restrictions on using the funds in the Medical FSA, and estimate your expenses using our FSA Calculator in [BenefitResource.com/resource-center](https://BenefitResource.com/resource-center)

**Don't miss open enrollment!** You have a limited time to enroll in a Medical FSA. Confirm with your benefits enrollment representative when and how to enroll.

For more information, visit [BenefitResource.com](https://BenefitResource.com)

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WHY DO I NEED...

# A Dependent Care FSA?



## WHAT IS IT?

A **Dependent Care Flexible Spending Account (Dependent Care FSA)** allows you to use tax-free dollars to pay for qualified child day care or adult day care expenses.



## WHAT IS IT USED FOR?

The funds in a Dependent Care FSA are for out-of-pocket expenses like nursery school, child day care, before/after school care, and even care for adult dependents. You cannot use the funds in a Dependent Care FSA for any medical purchases or services for your family. For that, you will need to make a separate election for a Medical FSA.



## HOW DO I SAVE MONEY?

A Dependent Care FSA gives you the power to set aside money, tax free, from your paycheck to put towards caring for your children and any adult dependents in your care.

## TAX SAVINGS EXAMPLE

You spend \$5,000 on day care each year. By enrolling in a Dependent Care FSA, you could save upwards of \$1,500.\*

### EXAMPLE SAVINGS CALCULATION

$\$5,000 / \text{year} \times 30\% \text{ tax rate} = \$1,500 / \text{year}$   
in savings\*

## CALCULATE YOUR SAVINGS

Annual Election x Tax Rate = Annual Savings

\$ \_\_\_\_\_ x \_\_\_\_\_ % = \_\_\_\_\_

\*For illustration purposes only. Individual tax rates and maximum limits apply.



## WHY DO I NEED THIS PLAN?

A Dependent Care FSA is a financial tool used to reduce the cost of child and adult dependent care. You set aside tax-free money from your paycheck to put toward services you are already paying for. Ultimately, a Dependent Care FSA is just one more savings tool. Additionally, if you have medical expenses for a dependent, you can consider enrolling in a Medical FSA with a separate election to receive tax-free savings on those expenses.

For more information, visit [BenefitResource.com](https://BenefitResource.com)

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# Beniversal FSA

**Flexible Spending Accounts (FSAs)** are IRS-approved accounts that allow you to pay for eligible medical and dependent care expenses on a tax-free basis. When you enroll in an employer-sponsored Flexible Spending Account, your contributions are not subject to Federal, FICA and most state taxes. This means you bring home more money in your paycheck.

The two most common FSAs are a **Medical FSA** and **Dependent Care FSA**. You can have both accounts at the same time, but you must enroll in and fund separate elections for each. For individuals contributing to a Health Savings Account, you may have the option to select a Limited Purpose FSA instead of the Medical FSA.

## MEDICAL FSA

*(MEDICAL EXPENSES FOR YOUR FAMILY)*



### WHAT ARE THESE FUNDS USED FOR?

Funds can be used to pay for eligible medical expenses provided to you, your spouse, or eligible dependents.

### WHEN CAN I START USING THE FUNDS IN MY ACCOUNT?

Your full plan year election is available to use on the first day of the plan year.

### WHAT IS AN ELIGIBLE EXPENSE?

You can use these funds to pay for expenses that primarily prevent, treat, diagnose or alleviate a physical or mental defect or illness. Common eligible expenses include:

- Copayments, coinsurance, and deductibles
- Dental care (e.g. exams, fillings, crowns)
- Vision care, eyeglasses, contact lenses
- Chiropractic care
- Prescription drugs and over-the-counter drugs and medicines

### WHAT ISN'T ALLOWED?

- You cannot use these funds to pay for expenses that are for personal care, cosmetic, or general health purposes.
- You can also not reimburse expenses from any other source (e.g. insurance).
- You cannot have a Medical FSA if you are enrolled in a Health Savings Account (HSA). However, a Limited Purpose FSA may be available.

### WHAT HAPPENS TO FUNDS I DON'T USE?

Check your plan highlights for information about how unused funds are treated.

## DEPENDENT CARE FSA

*(DAY CARE EXPENSES)*



### WHAT ARE THESE FUNDS USED FOR?

Funds can be used for a qualified person:

- A dependent child under the age of 13 for whom you can claim a tax exemption, or
- A spouse or dependent who is physically or mentally incapable of self-care and for whom you can claim a tax exemption.

### WHEN CAN I START USING THE FUNDS IN MY ACCOUNT?

Dependent Care funds become available as they are deposited from payroll.

### WHAT IS AN ELIGIBLE EXPENSE?

Expenses must enable you or your spouse to be gainfully employed, look for work, or attend school full-time. Common eligible expenses include:

- Before & after school care
- In-home dependent care
- Child care
- Nursery school
- Day care in a facility
- Adult care

### WHAT ISN'T ALLOWED?

You cannot use these funds to pay for services provided for education, overnight camps, or services provided by the child's parent or other dependents. You also cannot claim a federal tax credit for any expenses reimbursed through your Dependent Care FSA. Consult a tax professional to determine if a Dependent Care FSA or the federal tax credit would be more advantageous.

### WHAT HAPPENS TO FUNDS I DON'T USE?

Expenses must be incurred within the plan year. Refer to your plan highlights for deadlines to submit claims.

# ELIGIBLE EXPENSES

The type of FSA you choose will determine what you can buy with the funds. Below are sample lists of potential eligible expenses under each account. Refer to your plan highlights to verify whether an expense is eligible.

## TYPES OF ELIGIBLE EXPENSES

- **Medical FSA eligible expenses** are qualified medical products and services and over-the-counter (OTC) medical supplies and drugs/medicines (including dental and vision).
- **Limited Purpose FSA eligible expenses** are qualified dental and vision expenses.
- **Dependent Care FSA eligible expenses** are qualified child day care, nursery school and/or adult day care expenses.

Always check your plan highlights to verify if an item is eligible under your plan. To search for more eligible items, visit [BenefitResource.com/eligible-expenses](https://BenefitResource.com/eligible-expenses)

## MEDICAL FSA EXPENSES

### A-G

- Acne medications
- Acupuncture
- Alcoholism treatment
- Allergy and sinus medications (e.g. Benadryl, Claritin, Sudafed)
- Ambulance
- Anti-fungal medicines (e.g. Lotramin AF)
- Anti-itch medications (e.g. Caladryl)
- Arthritis gloves
- Asthma devices and medicines
- Body scans
- Braille books and magazines
- Breast pumps
- Breast reconstruction surgery following mastectomy
- Carpal tunnel wrist supports
- Chiropractors
- Circumcision
- Co-insurance amounts
- Cold sore medications
- Co-payments
- Cough, cold & flu remedies
- Counseling, when used to treat diagnosed medical condition
- CPAP devices
- Crutches
- Decongestants
- Diabetic supplies & insulin
- Diagnostic items/services
- Diaper rash ointments
- Dizziness pills
- Drug overdose and addiction treatment
- Durable medical equipment
- Ear supplies (e.g. wax removal)
- Flu shots
- Gastrointestinal aids (e.g. antacids, anti-diarrhea medicines, non-fiber laxatives, nausea medications)
- Guide dog

### H-Q

- Hospital services
- Immunizations
- Laboratory fees
- Lactation consultant
- Lodging at hospital or similar institution
- Mastectomy-related special bras
- Medical alert bracelet or necklace
- Medical monitoring and testing devices (e.g. blood-pressure monitoring devices, blood-sugar test kits/strips)
- Medical records charges

- Menstrual Care Products
- Midwife
- Motion sickness pills
- Nasal sprays for congestion (e.g. Afrin)
- Norplant insertion or removal
- Obstetrical expenses
- Occlusal guards to prevent teeth grinding
- Operations / Surgeries
- Organ donors
- Orthopedic shoe inserts
- Osteopath fees
- Ovulation monitor
- Oxygen
- Pain relievers (e.g. aspirin, Excedrin, Tylenol, Advil, Motrin)
- Physical exams
- Physical therapy
- Pregnancy test kits
- Prescription drugs and medicines
- Preventive care screenings
- Prosthesis and artificial limbs
- Psychiatric care

### R-Z

- Radial keratotomy
- Rehydration solution
- Screening tests (including cancer screening tests)
- Sleep-deprivation treatment
- Sleeping aids
- Smoking cessation medications (e.g. nicotine gum or patches)
- Speech therapy
- Stop-smoking programs
- Suppositories
- Telehealth services
- Telephone equipment or television for hearing-impaired persons
- Toothache relievers (e.g. Orajel)
- Topical ointments for gingivitis
- Transplants
- Transportation expenses for person to receive medical care, may include car mileage or alternative transportation costs
- Vaccines and immunizations
- Walkers/Wheelchair
- Wart remover medications
- X-ray fees
- Yeast infection creams (e.g. Monistat)

## OTC ITEMS

- Adult incontinence products (e.g. Depends)
- Birth control products (e.g. prophylactics)
- First aid creams
- Contact lens solution
- Denture adhesives
- First aid supplies (e.g. band-aids)
- Foot insoles
- Gauze Pads
- Hearing aids/hearing aid batteries
- Heating pads/wraps, hot water bottles
- Liquid adhesive for small cuts
- Medicine dropper/spoon
- Personal Protective Equipment (masks, hand sanitizer, sanitizing wipes)
- Pre-natal vitamins
- Rubbing alcohol
- Sunscreen (SPF 15+)
- Supports/braces (e.g. ankle, knee, wrist, therapeutic glove)
- Thermometers

## LIMITED PURPOSE FSA EXPENSES

- Artificial teeth
- Dental sealants
- Dental services and procedures
- Eye examinations
- Eyeglasses
- Fluoridation services
- Laser eye surgery, Lasik
- Optometrist
- Orthodontia
- Reading glasses
- Vision correction procedures

## DEPENDENT CARE FSA EXPENSES

- Adult care
- Before/after school care
- Child care & day care facilities
- In-home dependent care
- Nursery school

# ESTIMATE YOUR FSA EXPENSES AND TAX SAVINGS

See how much you'll save by enrolling in a Medical and Dependent Care FSA. You can also use our free FSA calculator to help estimate your expenses at [BenefitResource.com](https://www.benefitresource.com).

## MEDICAL ESTIMATE

Estimate out-of-pocket medical services for you, your spouse, and your eligible dependents.

### GENERAL EXPENSES

Doctor's office visit co-pay \$ \_\_\_\_\_  
Annual deductible \$ \_\_\_\_\_  
Prescription co-pay \$ \_\_\_\_\_  
OTC drugs & medicines \$ \_\_\_\_\_  
Prescription drugs \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

### VISION

Corrective surgery & eye wear \$ \_\_\_\_\_  
Eye exams \$ \_\_\_\_\_  
Prescription glasses \$ \_\_\_\_\_  
Contact lenses \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

### SPECIALTY EXPENSES

Emergency room/hospital bills \$ \_\_\_\_\_  
Specialists & alt. medicine (acupuncture, chiropractor, physical therapy, etc.) \$ \_\_\_\_\_  
Surgery \$ \_\_\_\_\_  
Other expenses \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_

### DENTAL

Cleanings, exams, fillings, etc. \$ \_\_\_\_\_  
Orthodontia \$ \_\_\_\_\_  
X-rays \$ \_\_\_\_\_  
SUBTOTAL \$ \_\_\_\_\_


 **TOTAL ESTIMATE:** \$ \_\_\_\_\_

## DEPENDENT CARE ESTIMATE

Estimate out-of-pocket expenses related to non-medical care for your dependents.

### DEPENDENT CARE EXPENSES

Adult day care \$ \_\_\_\_\_  
Day care or in-home child care \$ \_\_\_\_\_  
Nursery school \$ \_\_\_\_\_

 **TOTAL ESTIMATE:** \$ \_\_\_\_\_

## TAX SAVINGS EXAMPLE\*

Annual income	\$50,000
Anticipated medical expenses	\$2,500

	WITHOUT FSA	WITH FSA
Federal tax rate (25%)	\$12,500	\$11,875
State tax rate (6%)	\$3,000	\$2,850
FICA (7.65%)	\$3,825	\$3,634
<b>TOTAL TAXES PAID</b>	<b>\$19,325</b>	<b>\$18,359</b>
Wages after taxes	\$30,675	\$31,640
<b>ANNUAL TAX SAVINGS</b>		<b>\$966</b>

\*The figures above are for illustration purposes only. Actual savings/tax rates may vary.

## YOUR TAX SAVINGS ESTIMATE

Estimate your total annual tax savings.

A. Medical + dependent care totals \$ \_\_\_\_\_

B. Tax rate (enter what you pay in total for Federal, State, and Local taxes. If uncertain, use 30% of your gross salary) \$ \_\_\_\_\_

C. FICA (includes Social Security and Medicare) \$ \_\_\_\_\_

D. Total tax rate (line B + line C) \$ \_\_\_\_\_

 **ESTIMATED ANNUAL TAX SAVINGS** (line A x line D) \$ \_\_\_\_\_

# GET STARTED

## ENROLLING IN YOUR FSA

Your employer will provide you with detailed instructions regarding enrollment. If online enrollment is offered by your employer, go to [BenefitResource.com](https://BenefitResource.com).

- Click the Employees tab and select "BRIWEB LOGIN."
- Once logged in, select the Enrollment/Changes tab.
- Enter your election amount(s) for Medical FSA and Dependent Care FSA separately.

Check with your employer or review your Plan Highlights for any minimum or maximum limits that may apply, any restrictions on eligible expenses, and to see what happens to funds that you do not use by the end of the plan year. Plan Highlights can be found on BRIWEB under the "Documents" tab or are available from your employer's benefits representative.


## LOG IN TO YOUR BRIWEB ACCOUNT

**BRIWEB** is your secure login for managing your BRI accounts. It allows you to view balance and transaction information, submit claims, download plan documents, sign up for direct deposit, and more. To get started, go to [BenefitResource.com](https://BenefitResource.com).

- Select the Employee Login option.
- Select "Register an Account." You will need to register using the Company Code provided to you by your employer and other personal information.
- Once logged in, a dashboard will provide a quick snapshot of your account(s).
- To manage your FSA, navigate to the "Medical FSA" tab.

## PARTICIPANT SERVICES

Participant Services is available to assist with your questions via phone, email and live chat. Both English- and Spanish-speaking representatives are available.

 (800) 473-9595 (M - F, 8am - 8pm (ET))

 [ParticipantServices@BenefitResource.com](mailto:ParticipantServices@BenefitResource.com)

 Live chat is available through the participant login at [BenefitResource.com](https://BenefitResource.com)

## BEGIN USING YOUR BENIVERSAL CARD

If you have enrolled in an FSA for the first time and the Beniversal® Prepaid Mastercard® is offered, it will arrive in a plain white envelope. Once you receive your card, activate it by calling the number on the activation sticker.



The **Beniversal Prepaid Mastercard** can be used at qualified merchants providing medical products and services (doctors, dentists, medical labs, hospitals, medical supply stores, vision centers, certain drugstores, and retail merchants). A list of these merchants is available on our website. The card also allows for contactless payments through Apple Pay®, Samsung Pay® and Google Pay®.

When using your card, always save your itemized receipts. With an FSA, the IRS requires BRI to verify that 100% of transactions are for eligible expenses. Since some qualified merchants also offer services/items that are not eligible, we may contact you requesting documentation to verify a transaction. Instructions will be provided in the event of a request.

### BRI PRO TIP

Shop for eligible medical items at [FSASTore.com](https://FSASTore.com) and save \$10 off your first order with the promo code [benrfsa](https://BenefitResource.com).

## SUBMIT A CLAIM

If you are not using the Beniversal card or if you have Dependent Care expenses, you can submit a claim with your itemized receipt or supporting documentation. Claims can be submitted online at BRIWEB, through BRIMOBILE, or by mailing a claim form. You can set up direct deposit through BRIWEB to receive reimbursements faster.



## DOWNLOAD BRIMOBILE

**BRIMOBILE** is your on-the-go account access. View balances and recent transactions, submit claims, send receipts, sign up for email/text alerts, and more

The app is available for Apple and Android in your device's app store.



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# Over-the-Counter (OTC) Items

## SAMPLE CHART OF ELIGIBLE EXPENSES

Please note that this is not a complete list, but is intended to provide Plan participants with examples to help determine what OTC items may be an eligible expense. Limited Medical FSA/HRA Plan participants should check their Plan Highlights to see if OTC items are eligible. Up-to-date information is available at [BenefitResource.com](https://BenefitResource.com).

### ELIGIBLE OTC MEDICAL SUPPLIES

- Adult incontinence products (e.g. Depends)
- Birth control products (e.g. prophylactics)
- Breast pumps & lactation supplies
- Contact lens solution
- Denture adhesives
- First aid supplies (e.g. band-aids)
- Foot insoles
- Health monitors (e.g. blood pressure, cholesterol, HIV, thermometers)
- Hearing aid batteries
- Heat wraps (e.g. ThermoCare)
- Heating pads, hot water bottles
- Insulin & diabetic supplies
- Medicine dropper/spoon
- Motion sickness devices
- Personal Protective Equipment (masks, hand sanitizer, sanitizing wipes)
- Pre-natal vitamins
- Sunscreen (Broad Spectrum SPF 15+)
- Supports/braces (e.g. ankle, knee, wrist, therapeutic glove)

### ELIGIBLE OTC DRUGS AND MEDICINES (NO LONGER REQUIRING PRESCRIPTION)

- Acne medications
- Allergy and sinus medications (e.g. Benadryl, Claritin, Sudafed)
- Anti-fungal medications (e.g. Lotramin AF)
- Anti-itch medications (e.g. Caladryl)
- Cold sore medications
- Cough, cold & flu remedies
- Decongestants
- Diaper rash ointments
- Ear supplies (e.g. wax removal)
- First aid creams
- Gastrointestinal aids (e.g. antacids, anti-diarrhea medicines, non-fiber laxatives, nausea medications)
- Menstrual Care Products
- Motion sickness pills
- Nasal sprays for congestion (e.g. Afrin)
- Pain relievers (e.g. aspirin, Excedrin, Tylenol, Advil, Motrin)
- Sleeping aids
- Smoking cessation medications (e.g. nicotine gum or patches)
- Suppositories
- Toothache relievers (e.g. Orajel)
- Topical ointments for gingivitis
- Wart remover medications
- Yeast infection creams (e.g. Monistat)

### DUAL-PURPOSE ITEMS

We advise you do not use your Card to pay for dual-purpose items unless you have a completed Medical Necessity Directive Form\* from your health care provider (e.g. primary doctor, specialist.)

- Calcium supplements
- Fiber supplements
- Herbal medicines
- Homeopathic remedies
- Hormone therapy
- Joint supplements
- Nasal strips (e.g. Breathe Right)
- Vaporizers/humidifiers
- Vitamins/minerals/supplements

### INELIGIBLE OTC ITEMS

**DO NOT** use your Card to pay for ineligible items.

- Baby diapers
- Cosmetics
- Deodorants, Shampoos, Soap
- Face creams, lotions, moisturizers
- Hair removal products
- Insect repellants
- Lip balms (e.g. Chapstick, Blistex)
- Mouthwashes
- Sport energy liquids, bars, etc.
- Stay awake aids (e.g. No Doz)
- Teeth whitening products
- Toiletries
- Toothpaste, toothbrush
- Wrinkle reducers

\*The Medical Necessity Directive Form can be obtained from the Forms section at [BenefitResource.com](https://BenefitResource.com).

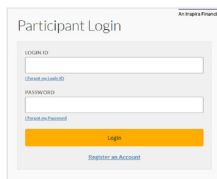
# Tax-free Account Resources

## WHAT YOU NEED TO EFFICIENTLY MANAGE YOUR ACCOUNTS

Benefit Resource (BRI) has the resources you need to efficiently manage your tax-free benefit accounts. For additional assistance, see our BRIWEB Page: [BenefitResource.com/resources/briweb](https://BenefitResource.com/resources/briweb)

### BRIWEB

**BRIWEB** is your secure online login for managing your accounts with BRI. Key features include:



- Submit claims and receipts
- Update contact information
- View balance and transaction information
- Access Eligible Expense lookup table
- Download forms & other important files

To log in, visit [BenefitResource.com](https://BenefitResource.com) and select the Employee Login option. If you have not already created a Login ID, you will need:

- **Company Code:** Provided by your employer
- **Personal Info:** First name, last name, date of birth, and home zip code

If the system needs additional information, you may need to also provide your **Member ID** (Typically a 9-digit ID selected by your employer like SSN, payroll ID, etc.)

#### BRI PRO TIP

You can receive your reimbursements faster by signing up for direct deposit on BRIWEB.

### BRIALERTS

**BRIALERTS** provide real-time account-based texts or emails. Sign up through the “Notifications” tab on BRIWEB or BRIMOBILE. Standard text rates may apply.

- Card purchases and denials
- Monthly balance reminders
- Claim reimbursements
- Deposit information
- Duplicate transactions

### TIPS FOR MANAGING YOUR ACCOUNTS

- **Check your balance.** Check your balance routinely and before making large purchases.
- **Be aware of you plan deadlines.** Check your plan documentation to see when eligible services must be provided and submitted.
- **Save receipts and documentation.** Pre-tax benefit accounts are governed by the IRS and may require proof that funds were used for eligible expenses.

**FAQs:** Visit our FAQs page for more information about your plan(s).

**Getting Started with BRI Video:** View a brief overview video on these tools in the Resource Center at [BenefitResource.com](https://BenefitResource.com)




### BRIMOBILE

**BRIMOBILE** provides on-the-go access to your account. Download the app today.

You will need your Login ID and password to access the app for the first time. If you have not created a Login ID and password, you will first need to register on BRIWEB.

### FOR QUESTIONS, PLEASE CONTACT PARTICIPANT SERVICES

 (800) 473-9595 (M - F, 8am - 8pm (ET))

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