

How do I contribute to my FSA?

Once you make your annual election, your payroll office will deduct this amount from your pay in equal amounts each pay period throughout the year.

How do I get reimbursed?

You have several claim submission options:

ASIFlex Mobile App – Just snap a picture of your back-up claim paperwork and submit via the mobile app from anywhere, at any time! You can also check your account statement and balance 24/7!

ASIFlex Online – Scan your claim paperwork and submit via your online account for fast reimbursement!

Toll-free Fax – Complete a claim form, and fax with a copy of your claim paperwork. Keep a copy of the fax confirmation page for your records.

USPS Mail – Complete a claim form, and mail with a copy of your claim paperwork. Keep a copy for your records.

Your request will be processed promptly and you will be reimbursed either through direct deposit into your checking or savings account, or by mailed check, depending on how you have requested to be reimbursed. The GIC recommends sending via certified mail.

Or, you can use your Health Care FSA ASIFlex Debit Card to pay for qualifying health care purchases; the funds are automatically deducted from your HCSA.

The Health Care FSA Debit Card:

- Is not paperless and IRS regulations require you to submit back-up paperwork to substantiate certain card transactions.
- Offers easy access to HCSA account funds.
- Reduces the hassle of filling out reimbursement claim forms.
- Works like a credit card, only the funds are deducted from your HCSA.
- Updates your account balance and transaction history online.

Note that you may be required to submit back-up paperwork for certain transactions made with the FSA debit card.

New enrollees will automatically receive a set of two Health Care FSA Debit Cards free of charge when you enroll in the GIC's HCSA.

If you are re-enrolling, your current card is still active through the expiration date and will be loaded with your July 1, 2018 election amount. Do not discard!

NOTE: You can request additional sets of cards at \$5 each for any additional dependents. Just sign in to your online account, click on the card image and complete and submit the application form.

**GET THE
ASIFLEX MOBILE
APP TODAY!**



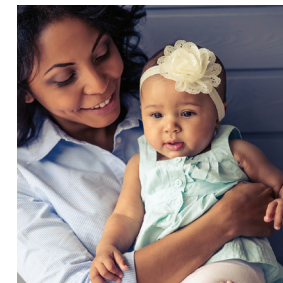
App Store



Google play

This brochure is an overview of the Group Insurance Commission (GIC) FSA program, administered by ASIFlex. Please see the GIC FSA Plan handbook or contact ASIFlex for additional details.

GIC FLEXIBLE SPENDING ACCOUNT PROGRAMS



QUESTIONS?



**Call 1.800.659.3035 or
Visit asiflex.com/gic**

Sign in to view your account!

Don't miss out on saving money
on out-of-pocket health care costs and dependent
care expenses. State employees save on average
\$300 for every \$1,000 contributed!



**Commonwealth of Massachusetts
Group Insurance Commission**



GIC Flexible Spending Account (FSAs)

The Group Insurance Commission (GIC) offers two pre-tax programs, administered by ASIFlex, to help reduce your federal and state taxes.

Each program is specialized to help meet your specific needs. By using money set aside on a pre-tax basis, you can use these FSAs to help pay for qualified health care and dependent care expenses.

The Two Types of FSAs:

- The Health Care Spending Account (HCSA) is for out-of-pocket health care expenses not covered by insurance.
- The Dependent Care Assistance Program (DCAP) is for day care and before and after school care expenses to enable you to work.

How will a Flexible Spending Account help me save on taxes?

A FSA allows you to set aside money for eligible expenses before your employer deducts taxes from your paycheck. This means the amount of income your taxes are based on will be lower.

HERE'S AN EXAMPLE:

Annual Savings Example*	With FSA	Without FSA
Annual Income	\$50,000	\$50,000
Annual Pre-Tax FSA Contribution	-\$2,000	-\$0
Annual Taxable Income	= \$48,000	= \$50,000
Annual Tax Withholdings (approximately 30% of the annual taxable income)	\$14,400	\$15,000
TOTAL ANNUAL SAVINGS (approximately \$300 for every \$1,000 withheld in the FSA per year)	\$600	\$0

* Sample tax savings for a single taxpayer with no dependents. Actual savings will vary based on your individual tax situation. Please consult a tax professional for more information.

If these apply to you, enrolling in an FSA can help save you money:

HEALTH CARE SPENDING ACCOUNT

If you or your dependents:

- Have co-pays, co-insurance or deductibles for health, prescription drugs or vision plans.
- Wear glasses or contact lenses.
- Receive orthodontia treatments, such as braces, or have dental expenses not covered by your dental insurance.
- Purchase over-the-counter health care products such as bandages, first aid kits, sunscreen, thermometers, reading glasses, contact lens solutions, etc.

DEPENDENT CARE ASSISTANCE PROGRAM

If you (and your spouse, if married) are working or in school full-time and:

- Your dependent children are under age 13, and attend day care, before-school care, after-school care, or summer day camp.
- You provide care for a person (of any age) whom you claim as your dependent on your federal income tax return and who is mentally or physically incapable of caring for him or herself.

Visit asiflex.com/gic or mass.gov/gic/fsa for a list of eligible HCSA and DCAP expenses.

How do I participate in the GIC Flexible Spending Account (FSA) Programs?

Enroll in these programs during the GIC's FSA open enrollment period: **April 4 – May 2, 2018**. New Commonwealth employees or employees with a qualifying status change can enroll during the year for partial year benefits.

Visit ASIFlex's website: www.asiflex.com/gic for:

- The status of your account and your claims history
- Managing your account settings for email, text alerts and direct deposit
- Reimbursement claim form or download mobile app
- Details on the Health Care FSA Debit Card
- Instructions for online re-enrollment (current participants only)
- Eligible expenses and relevant IRS information

How Much Should I Contribute?

As the contributions are unique to your health care and dependent care needs, the amount you elect is up to you:

- For the plan year of July 1, 2018 – June 30, 2019, you may contribute a minimum of \$250 to a maximum of \$2,650 to the HCSA
- You may contribute up to \$5,000 per calendar year to the DCAP (weekly maximum \$96.15; biweekly maximum \$192.30)

The IRS places strict guidelines on these contributions, so you should estimate your FSA pre-tax contributions carefully. Because of the tax benefits of FSAs, the IRS imposes a strict "use-it-or-lose-it" rule, which means money left in a pre-tax account at year end does not roll over and is forfeited. The IRS also requires that you submit back-up paperwork when requested to substantiate certain card transactions.

Note: The IRS provides a 2 ½ month "grace period" at the end of the plan year in which participants can access unused contributions from the previous plan year's FSA programs for qualified expenses. You have until September 15, 2019 to incur claims and until October 15, 2019 to submit claims.