

# MEDICAL FLEXIBLE SPENDING ACCOUNT (FSA)



**DON'T LOSE BETWEEN \$500 TO \$1,000 PER YEAR ON MEDICAL, DENTAL AND VISION EXPENSES!**  
**OPEN A MEDICAL FSA DURING OPEN ENROLLMENT THIS YEAR**

## How Do Medical FSAs Work?



The purpose of a Medical FSA is to pay for expenses related to the prevention, treatment, diagnosis, or mitigation of a disease or illness.



Sign up during open enrollment, choosing an annual dollar amount you want taken out of your paycheck **before** taxes and put into your Medical FSA. Use the expense worksheet on the second page to help you choose your election amount so you know you will use all of your funds by the end of the plan year.



Use your Medical FSA money to pay for eligible **medical, dental, or vision expenses** incurred during your organization's plan year. You can also pay for expenses for your spouse and any of your qualified tax dependents, even if they are covered under a different insurance plan. Your entire annual election is available the **first day** of your plan year.



By not paying taxes on these expenses, you avoid losing up to \$1,000 (20% to 40% of your annual Medical FSA election). Use this hard-earned money on something else you value and enjoy!



Visit [www.24hourflex.com/tax-savings-calculator/](http://www.24hourflex.com/tax-savings-calculator/) to estimate your tax savings by using a Medical FSA.

## Why You Should Sign Up



To avoid losing hard-earned money each time you pay for medical, dental or vision expenses.

To have access to money at the start of the plan year to pay for medical, dental or vision expenses for you and your family. Your annual election is fully available the first day of the plan year.

## How Do You Pay For Expenses?



Use the 24HourFlex Debit card, a stored value VISA card loaded with your annual Medical FSA election amount, to pay providers directly.



Pay expenses yourself and then submit an itemized receipt to 24HourFlex to be reimbursed from your Medical FSA.

**Important:** You must save itemized receipts for all your expenses that include:

- The date of service
- Service performed or product provided
- Name of the merchant
- The cost of the service

## How Do You Manage Your Account?



The easiest way to manage your account is online at [www.24hourflex.com/newuser](http://www.24hourflex.com/newuser)



You can also use the 24HourFlex mobile app available for Android and Apple (iOS).



Make sure you read your Plan's Summary Plan Description (SPD), available from your employer, to understand the deadlines and rules that govern your rights and benefits.

## CUSTOMER SERVICE

7:00 a.m. to 6:00 p.m. (Mountain Time)  
MONDAY – FRIDAY

 VISIT:  
[WWW.24HOURFLEX.COM](http://WWW.24HOURFLEX.COM)

 CALL:  
800-651-4855

 EMAIL:  
[INFO@24HOURFLEX.COM](mailto:INFO@24HOURFLEX.COM)

 LIVE CHAT ONLINE

# ESTIMATE YOUR EXPENSES WORKSHEET

Use the worksheet below to help you determine your annual Medical FSA election.

Expense Category	Example	Your Estimate
Prescription Drugs	\$250	
Doctor Visits and Exams		
Deductible and Co-pays	\$250	
Dental cleaning, fillings, crowns, implants, etc.	\$250	
Orthodontia (braces)	\$1,250	
Glasses, Contacts	\$300	
Corrective Eye Surgery		
Hearing Exams and Aids		
OTC Medicines *		
<b>TOTAL EXPENSES =</b>	<b>\$2,300</b>	

\* Over-The-Counter medicines do **NOT** require a doctor's prescription to be reimbursable

## What Are Common Eligible Expenses?

- Insurance: co-payments, deductible, coinsurance
- Prescriptions for medical conditions
- Medical: office visits, exams, lab work, x-rays
- Dental: exams, x-rays, fillings, crowns, implants, retainers
- Vision: exams, frames, lenses, prescription sunglasses, contact lenses, LASIK
- Feminine care products (tampons, pads, liners, etc.)
- Physical therapy, counseling and psychotherapy, medically required massage
- Chiropractic, acupuncture, and other alternative treatments
- Over-the-counter healthcare products like allergy medicine, antacid, pain relief (Advil, Aspirin, Tylenol, etc.)

## What Are Common Non-Eligible Expenses?

- Expenses incurred in a prior plan year
- Teeth whitening, cosmetic surgery, mouthwash, toothpaste, and toothbrushes

A comprehensive list of expenses can be found at:  
[www.24hourflex.com/eligible-expenses](http://www.24hourflex.com/eligible-expenses)

# KEYS TO USING YOUR MEDICAL FSA

- 1 Know your full Medical FSA election is available on the first day of the plan year.
- 2 Know you can't change your election unless you have an eligible status change (marriage, birth of child, etc.).
- 3 Save all your receipts. We will notify you if you need to submit them.
- 4 Log into your online account and download the 24HourFlex mobile app.
- 5 If you run into any problems, contact 24HourFlex. We want to help you!
- 6 Pay attention to all email or written communication you get from 24HourFlex.

# MOBILE APP AND ONLINE ACCOUNT

Simplify your life by using these tools to:

- Check your Medical FSA balance
- Submit invoices and claims
- See your spending history
- Learn more about your Medical FSA
- Order additional debit cards
- Sign up for direct deposit
- Sign up for text/SMS alerts

**Note:** The 24HourFlex mobile app is available in the Android and Apple (iOS) stores

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