



Flexible Spending Account Application

Employee Name (Last, First) *Please print* Banner ID Date of Birth

Street Address City State Zip

Date of Hire Job Title/Union Affiliation Day Phone Email Address

Check one: 12-Month Employee 9-Month Deferred Employee 9-Month Employee

Check one: New Hire Enrollment Open Enrollment Change Life Status Change

	Health Care Reimbursement Account	Dependent Care Reimbursement Account
	Allows you and your eligible dependents to save tax dollars on health care expenses.	Allows you to save tax dollars on dependent day care expenses.
Minimum Annual Election	\$130	\$208
Maximum Annual Election	\$2,550	The lesser of: <ul style="list-style-type: none"> ▪ \$5,000 for married individuals filing a joint return or for unmarried individuals; ▪ \$2,500 for married individuals filing separately; ▪ Your earned income; or ▪ Your spouse's earned income
Your Annual Election	\$	\$

- I authorize my employer to reduce my pay on a per-pay-period basis for the annual amount elected.
- I understand my reduction is for one flex plan year and that I cannot change or revoke my election unless I experience a qualifying event as defined by Internal Revenue Code Section 125 and submit my request within 30 days of that event.
- I am aware of the plan's forfeiture provision and that any amount remaining in my account beyond the defined deadline I will lose.
- I understand that Social Security and Medicare taxes are not being withheld on the amount of the reduction under this election.
- If my employment terminates, only medical expenses incurred through my period of coverage as defined in the Plan can be considered for reimbursement.
- When using the Debit Card, I agree to use the card for eligible expenses only and will submit all itemized receipts.
- Further, I authorize the release of any information necessary to substantiate claims submitted against my Flexible Spending Account.

Employee Signature Date

Please return to: HR Service Center, 5700 Cass Ave., Suite 3638, Detroit, MI 48202; Fax: 313-577-0637

Security Alert: do not send via E-mail