



To: All Benefit Eligible Employees

From: Candy Barton, Director of Staff Benefits

Date: October 29, 2009

Subject: Flexible Spending Accounts – Medical and/or Dependent Care

Open enrollment for participation in the Flexible Spending Accounts (FSA) for 2010 starts November 1 and continues through November 30. If you wish to participate in 2010, you must complete the enclosed enrollment form and return it to Staff Benefits on or before November 30, 2009. **This is your only opportunity to enroll in the Flexible Spending Accounts for 2010.**

Please note: If you have a Flexible Spending Account this year and wish to continue to participate next year, you must re-enroll. Participation does NOT automatically continue for the following year.

Flexible Spending Accounts are available to all benefit-eligible employees, even if they are not covered under Indiana State University's health plan. It is a pre-tax account used to help pay for qualifying medical or dependent care expenses. Participating employees may designate any annual dollar amount up to a maximum of \$ 5,000 per account for a pre-tax deduction. Funds in the accounts may be used to cover many out-of-pocket medical, dental, optical, drug expenses or dependent care charges.

The annual amount designated for your Flex accounts will be divided by the number of pays you will receive in 2010 and will be deducted before taxes. Savings are realized when participating in the Flexible Spending Accounts since eligible medical or child care expenses are paid with pre-taxed funds. However, it is important to use a conservative estimate of your expected expenses for 2010 because any funds left in the Flex account at the end of the year, or upon termination/resignation, can NOT be refunded.

If you wish to participate in the Flexible Spending Account for 2010, complete the enrollment form and return to the Staff Benefits office on or before November 30, 2009. Enrollment forms not received by November 30th will not be considered for the Flexible Spending Account for 2010. If you have any questions, please contact Staff Benefits at 237-8082.

INDIANA STATE UNIVERSITY FLEXIBLE SPENDING ACCOUNT Enrollment Application

Employee Information:

Name					
Last	First	Initial	Social Security Number	University ID	
Address					
Street		City	State	Zip	Telephone Number
Email Address		Department		Extension	Date Employed
<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> Single <input type="checkbox"/> Married			
Date of Birth				FSA EFFECTIVE DATE	

Spouse Information:

Name			
Last	First	Initial	Social Security Number

Participation in the Flexible Spending Account (FSA) reduces compensation by the total annual election.

I understand:

- *this reduces wages for Social Security purposes and may reduce Social Security disability/retirement benefits,
- *contributions will not earn interest in the FSA account,
- *the annual election can only be changed during open enrollment for the following year or with a change in family status, as determined by IRS regulations. Such changes must be made within 30 days after the qualifying event.
- *contributions in the FSA not used for eligible expenses at the end of any plan year, resignation or termination will be forfeited,

2010 Flexible Spending Account Election:

	Health Account	Dependent Care	
Total Annual Election	\$ _____	\$ _____	Note: Dependent Care spending accounts are used for day care (baby-sitting) for children or adults.
Pay period: (Check the box which indicates the frequency of your paychecks)	<input type="checkbox"/> bi-weekly <input type="checkbox"/> monthly		
Employee Signature _____	Date _____		

If the election form is not received by November 30, it will not be considered for coverage.
 You will not be eligible to participate again until the following plan year unless is a qualifying change in family status.

Return all completed forms to Staff Benefits, 300 Rankin Hall, no later than November 30, 2009.