2027
Open Enrollment Guide

Tax Savings for FSA, DCAP and Commuter

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www.accruecms.com

Flexible Spending Account

Why should I choose a flexible spending account (FSA)?

A flexible spending account (FSA) lets you save money by setting aside pre-tax dollars to pay for eligible medical, dental, vision and dependent care expenses incurred by you, your spouse or your eligible dependents.

Take home more money
Putting money into an FSA decreases your taxable income, which means you'll take home more money.

Plan better for health expenses
Spend your funds on the eligible health expenses you incur throughout the year. The IRS has a "use it or lose it" rule for FSAs, which means funds must be spent by the end of the plan year unless your employer offers a grace period or carryover.

Flexibility
You can use your funds for eligible expenses occurred by you, your spouse, or your eligible dependents. Thousands of products and services are FSA eligible. (Eligible expenses are determined by the IRS.)

Funds on Day 1
All of your FSA dollars are available on the very first day of the plan year. For example, if you choose to contribute $1,200 to your FSA, your contributions will be deducted evenly across all of your paychecks for the year, but you have access to all $1,200 on Day 1.

Can I enroll?
Yes, as long as you or your spouse aren't actively enrolled and contributing to a Health Savings Account (HSA).

Your Saving Can Add Up Fast

Here's an example based on $2,850 annual spending and a 30% effective tax rate.

$1,850

$500

$500

Annual tax saving

$855

Contribution limits + IRS regulations

The IRS sets the maximum dollar amount you can elect to contribute to a medical FSA. The annual contribution limit for 2027 is $3500

Tip: Review how much you spend on eligible healthcare expenses every year to determine how much to elect.

Changing your election

In order to make changes to your election after open enrollment, you need to experience a qualifying life event. These events include:

- Change in marital status or in the number of dependents
- Increase due to birth, adoption, or marriage
- Decrease due to death, divorce, or loss of eligibility
- Gain or loss of eligibility due to a change in participant, spouse, or dependent employment status

If you experience a qualifying life event, contact your employer to make changes to your election.

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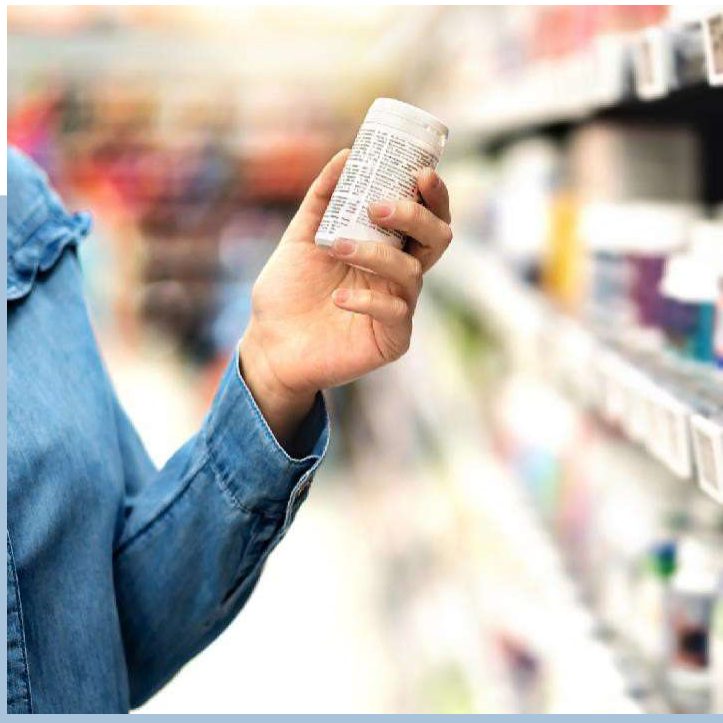
Over-the-Counter Expenses



When you participate in a Flexible Spending Account (FSA), you're able to contribute pre-tax funds for use on hundreds of eligible expenses. Recently, you gained even more flexibility in your ability to save when the CARES Act was signed into law.

This new legislation expanded the list of expenses that are considered eligible by including popular over- the-counter products, which you can now purchase with your HSA or FSA without a prescription. This change went into effect on January 1, 2020 and allows over 20,000 new expenses as eligible moving forward. That's great news for consumers, since the average American shops for over-the-counter medications 26 times each year.

Here are five of the most common expenses that are now eligible for your HSA and FSA funds without a prescription.

Pain relief medications

Headaches. Muscle soreness. Sprains. There are so many reasons that you may need pain relievers. There are two common types of over-the-counter pain medications: acetaminophen and nonsteroidal anti-inflammatory drugs (NSAIDs), both of which are now among the eligible expenses available from your HSA and FSA.

Cold and flu products

Winter may be behind us, but cold and flu season never really goes away. As much as 20 percent of the U.S. population gets the flu, on average each season. Fortunately, the over-the-counter medicines you so often turn to when coping with a severe cough or congestion are now eligible expenses.

Allergy products

Thirty percent of American adults and 40 percent of children suffer from allergies. And the cost of allergies to the healthcare system is estimated at $18 billion. Those who do have allergies can now find relief with their HSA and FSA funds in the form of over-the-counter antihistamines and decongestants.

Heartburn medications

Heartburn is among the more common afflictions in this country. That's why Americans spend billions of dollars each year on medicines that treat heartburn. The CARES Act means that these over-the-counter drugs are HSA and FSA eligible without a prescription.

Menstrual products

The CARES Act also included menstrual care products as eligible expenses for HSAs and FSAs. Eligible products include tampons, pads, and menstrual sponges.

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OTC Approved Product List

Accrue has complied a thorough list of eligible OTC items.

First Aid
- Bandages, Wraps, Tapes, and Kits
- Antibiotics/Antiseptics
- Sling/Supports
- Skin Remedies/Protectants
- Hand Sanitizers
- Protective Gloves and Face Masks

Foot/Leg Care
- Foot Care/Hygiene Aids
- Therapeutic Compression Hosiery

Bladder/Genital/Rectal Product
- Diuretic Remedies
- Enemas/Douches
- Genital Irritation
- Rectal Medication

Gastrointestinal Remedy Products
- Antacids/Indigestion/Flatulence Remedies/Diarrhea Remedies
- General Gastrointestinal Remedies Laxatives
- Nausea Remedies
- Oral Rehydration/Electrolyte Maintenance

Oral/Mouth Treatments
- Halitosis Treatment
- Ulcer Treatment

Sun Protection Product
- Sunscreen
- After Sun Care
- Lip Balm with SPF

Sensory Organs Care/Treatments
- Ear Preparations
- Eye Preparations
- Contact Lens Care
- Reading Glasses

Habit Treatment
- Anti-smoking Aids

Vitamins/Minerals/Nutritional Supplements Sleeping/Stress Relieving Products
- Sleeping Aids
- Stress Relief/Calmatives
- Pain Relief Products
- Arthritic/Rheumatic/Muscular Pain Relief
- General/Multi-use Pain Relief
- Headache/Migraine Pain Relief
- Powered Pain Relief

Skin/Scalp Aid
- Anti-fungal Products
- Insect Bite Relief
- Wart/Corn/Callus Treatment

Diagnostic Test
- COVID-19 Home Tests
- Thermometers

Respiratory/Allergy Products
- Allergy Prevention/Relief/Antihistamines
- Chest Rubs
- Cold/Cough Remedies
- Decongestants
- Humidifiers/Vaporizes
- Nasal Straps/Sprays
- Throat Remedies

Oral Hygiene
- Breath Fresheners/Mouth Rinses
- Dental Cleansing
- Denture Care/Cleaning
- Oral Care Aids (non-powered/powered)

Diagnostic Monitors
- Body Fat Monitor
- Heart Rate Monitor
- Personal Scales
- Adult Incontinence
- Pads
- Underwear (disposable/non-disposable)

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Qualified Expenses

IRS regulations govern the eligibility of items and claims. As your Flex Administrator, AccrueCMS helps ensure that you stay within these regulations.

Medical

- Co-insurance
- Co-Pays
- Deductibles (Medical*)
- Acupuncture
- Chiropractor
- Podiatrist
- Doctor Fees
- Office Visits
- Prescriptions
- Hospital
- Laboratory fees
- Medic alert bracelet
- Dermatologist
- Immunizations
- Obstetrical expenses
- Routine physicals
- X-rays
- Well baby checkups

Dental*

- Orthodontic
- Dentures/bridge/crowns
- Fluoride treatment & seals C
- Cleanings and filings
- Root Canals
- Extractions
- Dental x-rays
- Occlusal guards
- Reconstruction/implants

Vision*

- Glasses eye exam
- Contact lenses
- Contact solution
- Prescription sunglasses
- LASIK surgery
- Visine and eye drops
- Reading glasses
- Eyeglass repair kits
- Orthokeratology
- See eye dog (buying, training, and maintaining)

Hearing*

- Hearing Exam
- Hearing Aids special batteries

Therapy*

- Physical therapy
- Psychiatric care
- Psychologist fees for medical care

Physical Impairments*

- Wheelchairs
- Crutches
- Walker
- Custom-made orthopedic shoes and inserts

Diabetic Supplies*

- Insulin
- Glucometer Syringes/Needles
- Test Strips

How do I know what qualifies?

- You can simply scan a product bar code right in your mobile app to help determine eligibility as aqualified medical expense. That's peace of mind with a touch of a button.
- Online shopping for eligible expenses can be done on sites like Healthshopper, FSA Store, and HSA Store. These sites are dedicated to items that are eligible under pre-tax accounts like FSAs and HSAs.

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Dependent Care FSA

Why should I choose a dependent care FSA?

A dependent care FSA allows you to put aside a portion of your paycheck before taxes for eligible dependent care expenses each year.

Save money

The dependent care FSA lets you pay for eligible dependent care expenses while you reap the benefits of additional tax savings. You're spending the money either way. This way, eligible childcare and other dependent care costs are a little less.

Save strategically

Submit all of your dependent care expenses at the end of the plan year for one lump sum reimbursement to give yourself a hard-earned "bonus."

Fast Fact

For recurring costs, submit our Recurring Dependent Care Form.

It makes claim filing simple because you only need to submit one form once in order to get reimbursed each pay period.

What does it cover?

The list includes, but is not limited to, eligible:

- Childcare center, babysitter, nanny (birth through age 12)
- Summer day camp
- Before- or after-school care
- Disabled dependent and/or spouse care
- Elder care

Can I enroll?

You are eligible if you and/or your spouse (if applicable) are gainfully employed, looking for work, or are attending school on a full-time basis.

Dependent Care FSA

Contribution Limits & IRS Regulations

The IRS sets the maximum dollar amount you can elect and contribute to a dependent care eligible spending account (dependent care FSA). The annual contribution limit for is:

- **Per household: $7,500.00**
- **Per person (if married and filing separately): $3,750.00**

Although most people incur more than the limit per year, we recommend reviewing how much you spend on eligible dependent care expenses every year to determine your election.

Funds available as you contribute

Funds will be available to you as they're deducted from your paycheck and contributed to the plan. This means when payroll is processed and your paycheck is available to you, your dependent care FSA contributions will be applied to your account and available for reimbursement.

Use-or-lose

Don't forget to spend your Dependent Care dollars. If you have not used all of your funds before the end of the plan year, you will forfeit any money left in your account. (Check with your employer to confirm how many days you have to submit claims for reimbursement after the plan year ends.)

Fast Fact

A great way to set it and forget it is to use our Recurring Dependent Care Form that allows you to submit one claim for the entire year and you will be reimbursed after each payroll.

Changing your dependent care FSA election

In order to make changes to your election after open enrollment, you need to experience a qualifying life event. (If you experience a qualifying life event, contact your employer to make changes to your election.) These events include:

- Change in marital status
- Change in the number of dependents
- Increase due to birth, adoption or marriage
- Decrease due to death, divorce or loss of eligibility
- Gain or loss of eligibility due to a change in participant, spouse or dependent employment status
- Change in daycare providers
- Child turning age 13
- Increase or decrease in the cost of qualifying daycare expenses
- Judgement, decree or order requiring a change in coverage

Transit & Parking

Commuter Benefits

Why should I choose commuter benefits?

Commuter benefits allow you to put money from your paycheck aside each month, before taxes are taken out, for qualified mass transit and parking expenses.

Fast savings
You can save up to 30 percent (based on a 30 percent tax bracket) or more on your costs commuting to and from work.

Get hours back in your day
The average one-way commute to work is nearly 30 minutes! By using public transit, you can use that time to read news, text friends or get a start on your day.

Improve your health
Studies have shown that people who commute to and from work in a method other than a private vehicle are less stressed.

Environmental impact
Do your part to reduce traffic congestion and reduce air pollution.

IRS regulations

Availability of funds
Your funds become available as you contribute to the plan, generally within 2-3 days after your payroll contribution.

Contribution changes
You can adjust the amount you contribute to the plan each month at any time. No qualifying event is needed.

Rollovers and use-or-lose
The commuter plan is flexible and your funds will continue to roll over month to month and year to year until the funds are used. However, your funds will no longer be available if you terminate employment.

The IRS sets the maximum dollar amount you can set aside each month as a part of your commuter benefit. The monthly pre-tax contribution limit is:

Transit - $350
Parking - $350

Any money contributed to your transit or parking benefit rolls over every month until it is used or you are no longer eligible. It also rolls over year to year

What does it cover?
Commuter funds can be used on a variety of transportation and parking expenses that allow you to travel to and from work. Eligible modes of transportation include but aren't limited to:

- Train
- Bus
- Subway
- Ferry
- Vanpool (must seat at least 6 adults)
- Parking or parking meter near your place of employment

AccrueCMS Benefits Card

Using Your Card is as Easy as 1-2-3!

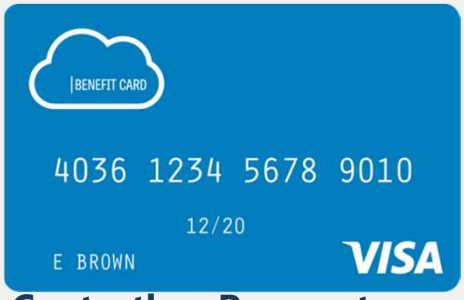
No matter what accounts you enroll in (HSA, FSA, HRA, commuter benefits, or a combination), you only need **ONE** debit card for all your accounts because our technology can pull from the right account (at the right percentage) based on your purchase.

It's Important to Save Your Receipts!

Your AccrueCMS Prepaid Benefits Card will improve your cash flow. However, be aware that the IRS requires the Card be used only for eligible expenses. Most of the time, we can verify the eligibility of the expense automatically. Yet, there are instances when you'll receive a letter/notification asking you to furnish an itemized receipt to verify the expense. When you receive such a request, make sure you submit the receipts as soon as possible to avoid having your Card suspended until receipts have been submitted and approved.

Add Your Benefits Debit Card to Your Mobile Wallet

Whether your use Google Pay, Apple Pay or Samsung Pay, you can quickly add your benefits debit card to your mobile wallet with just a few taps on your device.



Contactless Payments

You can add your debit card to your mobile wallet to takeadvantage of contactless payment options.

The card can be used, instead of cash!

- Prescription and health plan copayments, deductibles, and coinsurance
- "Amount Due" on medical and dental statements
- Orthodontics
- Mail-order or online prescription invoices
- Vision services and eyeglasses
- LASIK surgery
- Eligible over the counter (OTC) items

ONE debit card for your accounts!

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Our Mobile App

Want a simple, easy way to check your healthcare account balances and submit receipts from anywhere? TheAccrueCMS mobile app lets you securely access your health benefit accounts with a touch of a finger. Designed so you can quickly find what you need most, our Mobile App provides easy, on-the-go access to allyour health accounts.

Imagine what you could do with AccrueCMS

Check Balance

Wondering whether you can pay for an elective procedure or a mounting bill? Do a quick account check to see your current balance.No need to wait for an answer – it's right at your fingertips.

Scan Expenses

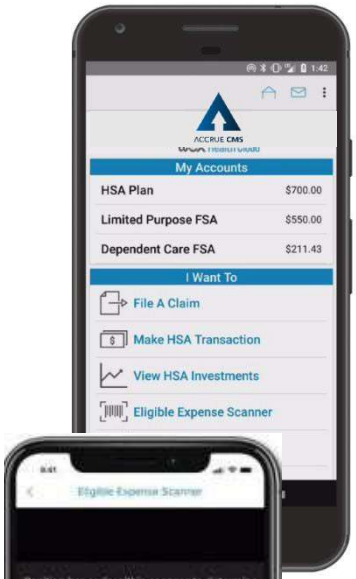
How can you easily determine which products can be paid for using your account funds? With AccrueCMS, you can simply scan a productbar code to help determine eligibility as a qualified medical expense. That's peace of mind with a touch of a button.

Make Payments Quickly

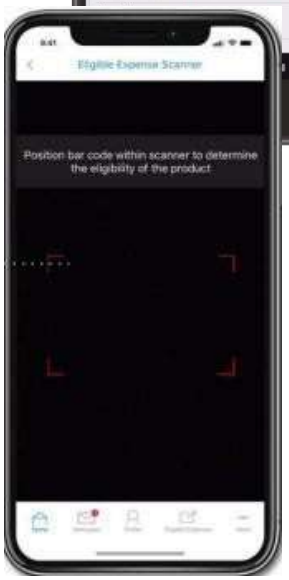
No more card fumbling! With mobile payments, you don't need to use (or even bring) your benefits debit card when you want to pay for eligible expenses. Your card will be accessible (alongside the rest of your creditor debit cards) in your mobile wallet.

Access benefit debit card via mobile wallet to pay for eligible expenses

Record a health expense and capture the receipt the moment the transaction happens. Easily add payees andpay bills from any account. And, if you pay out-of- pocket, file a claim with a receipt – right from your phone.



USE THE "I WANT TO" SECTION TO FILE A CLAIM OR MANY OTHER ACTIONS



WITH A QUICK BARCODE SCAN, YOU'LL KNOW IN AN INSTANT WHETHER AN ITEM QUALIES AS AN ELIGIBLE EXPENSES

Get Started with AccrueCMS in minutes.

Download on the App Store | ANDROID APP ON Google Play

Download the AccrueCMS app for your chosen device from the Apple App store or Google Play and log in using the password you use to access the AccrueCMS consumer portal.

** Some functionality listed may require additional products and services*

Additional Information

While this guide provides general information about your plan, a Summary Plan Description (SPD) provided by your company contains further details is available. If you have specific questions regarding your situation, please see your Benefit Coordinator.

Plan Changes:

You may change your annual election if you have a qualified change in status (marriage, birth, adoption, death, ordivorce).

Termination:

Flex Benefits end upon Termination of Employment and/or participation. Services must be rendered during your current period of coverage.

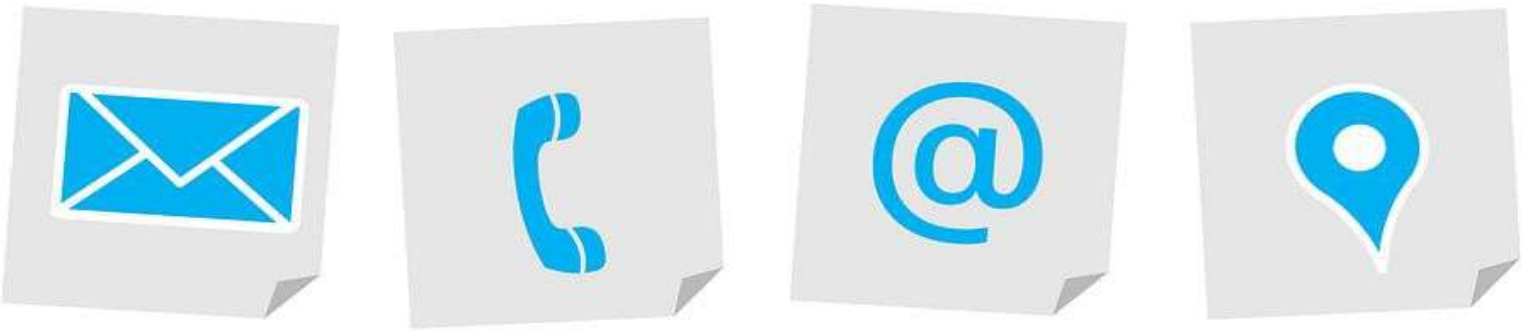
New Enrollment:

For new employees entering the plan during the plan year, services must be rendered after your eligibility or election date,whichever is later.

End of Year Balance:

Per the IRS, money left in your account may be forfeited to your employer and cannot be returned to you. See your Summary Plan Description (SPD) for further details. Most people use all their funds by good planning...such as getting aphysical, dental checkup or new glasses. Rarely is there a lot of funds left in the account and the tax savings more than outweigh this amount.

Contact Information



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