

# Your FSA will have you jumping for joy.

Enroll in a Flexible Spending Account (FSA)  
and SAVE MONEY on eligible healthcare  
and childcare expenses.

See other side for details.



## What is an FSA?

- A Compass Group benefit that saves you money on eligible healthcare and daycare expenses for you and your family.
- An account where you contribute money from your paycheck **BEFORE** taxes.
- When you incur eligible expenses you reimburse yourself from the account.
- A great way to **LOWER YOUR TAXES** and **SAVE MONEY!**

## There are two types of FSAs:

- The Healthcare FSA is used to pay for eligible out-of-pocket medical expenses not paid by insurance.
- The Dependent Care FSA is used to pay for eligible child or elder care expenses including daycare, before-/after-school care, and summer day camp.

## How will an FSA save me money

You pay less in taxes. Here's an example:

Annual Savings*	With FSA	Without FSA
Annual pay	\$30,000	\$30,000
FSA pre-tax contribution	(\$2,000)	\$0
Taxable income	\$28,000	\$30,000
Federal income and Social Security taxes	(\$4,707)	(\$5,320)
After-tax dollars spent on eligible expenses	\$0	(\$2,000)
Real spendable income	\$23,293	\$22,680
<b>Savings with an FSA</b>	<b>\$613</b>	

\* 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.

## Should I enroll?

If any of the following apply to you or eligible family members, enrolling in an FSA can save you money:

### Healthcare

- You have copays, deductibles, or coinsurance for medical, dental, or vision plans;
- You purchase prescription medications;
- You wear glasses or contacts, or plan on having laser eye surgery;
- You receive orthodontia treatments, such as braces.

**You do not have to be enrolled in a Compass Group medical, dental or vision plan to enroll.**

**Note: Over-the-counter (OTC) medications (except insulin) are NOT eligible for reimbursement unless the medication is prescribed.**

This fact sheet provides a general overview of ADP's FSA program and is not inclusive, nor a guarantee of eligibility or payment. Please see your company's plan documents for specifics regarding your plan. If any conflict arises between this information and your plan documents, the terms of your company's plan will apply.

## Dependent care

- You and your spouse (if married) are working, looking for work, or attend school full-time;
- You have children under age 13 who attend daycare, before-/after-school care, or summer day camp;
- You provide care for a person of any age whom you claim as a dependent on your federal income tax return, and who is mentally or physically incapable of caring for himself or herself.

## How much should I contribute to my FSA?

That's up to you. Contributions are unique to your healthcare and dependent care situation. Look at what you typically spend each year on out-of-pocket healthcare and daycare. Use the FSA contribution calculator at [www.SpendingAccounts.info](http://www.SpendingAccounts.info) to help you estimate the amount that's right for you.

**Note:** Healthcare FSA participants have access to the full contribution amount at the beginning of the plan year. Healthcare FSA contributions are limited to \$2,500 per year. Dependent Care FSA contributions are limited to \$5,000 per year.

## How do I enroll?

Enroll in an FSA during your eligibility period. Once you have determined your annual FSA election, Compass Group deducts the amount from your pay in equal amounts throughout the year, before taxes.

**Note: Remember, even if you enrolled last year, you must enroll again this year.**

## How do I use my FSA?

After you enroll in a healthcare FSA, you will automatically receive a Spending Account Card.

### The Spending Account Card:

- Is used to pay for eligible healthcare purchases directly from your FSA;
- Reduces the number of reimbursement claims to file; and
- Gives you immediate access to healthcare FSA funds.



Note: The card is not available for dependent care FSAs.

## Where can I learn more?

Visit [www.SpendingAccounts.info](http://www.SpendingAccounts.info) for additional information about flexible spending accounts, including a list of eligible expenses and an interactive contribution and tax-savings calculator. You can also call **1-866-363-7150** to speak with an FSA specialist.

