



## PLAINVIEW-OLD BETHPAGE CSD/FSA

### The easy way to access all of your benefits.

---

It is that time of year again for the Open Enrollment Period for the Flexible Spending Plan. If you wish to participate in the Flexible Spending Plan enrollment will begin 11/7/17 through 12/14/17. You must re-enroll in the flexible spending account for medical and/or dependent care. This benefit does not roll over and your benefit will be cancelled if you do not re-enroll.

If you choose to re-enroll for the upcoming plan year January 1, 2018 through December 31, 2018 your benefit debit card will be re-issued with a new number. Please do not discard your current Benefit Debit Card until you have received the new card

**How long is my card valid?**

As long as you do not have a break in participation, you can use your card for multiple years, until the expiration date printed on it. If you are still a participant when your card expires, a new card will be automatically mail to you.

Below you will find information in regards to the roll out of the Benefit Debit Card. Remember if you choose not to use the Debit Card you must file a hard copy claim with the necessary documentation to receive your reimbursement.

#### **Access to Funds**

Your benefit debit card gives you easy access to the funds in your tax-advantaged benefit account by swiping the card at the point of sale. The card can be used at any qualified service provider that accepts MasterCard. Funds are automatically transferred from the benefit account directly to qualified providers with no out-of-pocket cost and no need to file a claim for reimbursement.

Your benefits debit card virtually eliminates:

- Out-of-pocket expenses
- Claim forms
- Reimbursement checks

**Your benefits debit card is as easy as 1-2-3**

#### **1. Check your account balance**

You can view your transaction history, current balance, claim status, and more by logging in online at: [www.fbaofsyosset.com](http://www.fbaofsyosset.com) - click on "Log In/Register" top right of the home page. **Please contact FBA of Syosset, LLC at: (855) 374-6431 for any questions in regards to creating a new account for your card**

#### **2. Swipe your benefit debit card**

Swipe the card at the point-of-sale for eligible products and services. IRS rules and regulations still apply. Most major retail chains utilize a system that will auto-substantiate the purchase, meaning it will approve eligible expenses without requiring submission of receipts. If a purchase is greater than your account balance, you can split the cost at the register or you may submit a manual claim.

#### **3. Keep all your receipts**

Though the need for documentation is greatly reduced, it is a good practice to save your receipts in the rare instance documentation is requested by your administrator or in case of an IRS audit.