



UNITED TOWNSHIP HIGH SCHOOL DISTRICT 30

November 1, 2018

To: UTHS Staff

From: Kasey Fish, HR Specialist

RE: **2019 Flexible Spending Plan Enrollment**

2019 FSA

Our Flexible Spending Account (FSA) is handled by a third party administrator, Connect Your Care. See attached brochure for details.

What is FSA?

UTHS offers a flexible spending plan allowing you to set aside pre-tax earnings for health related and dependent care expenses. The elected amount is payroll deducted and reduces your taxable income.

What does it cover?

The **Health Flexible Spending Account** reimburses your uncovered health, prescription, dental, or vision related expenses (out-of-pocket costs). The maximum contribution is \$2,650 per year per employee. With Connect Your Care, you'll receive a healthcare payment card that provides a convenient way to pay for qualified medical expenses.

The **Dependent Care Spending Account** reimburses daycare costs for dependents under 13 years old or an elderly person you are legally responsible for. These costs must be incurred to allow you or your spouse to work, seek employment, or be a full-time student. The maximum contribution is **\$5,000 per household** (or \$2,500 for married filing separate tax returns or if your spouse also participates in a flexible dependent care plan).

What if I don't use it all?

Unused amounts at year-end, **up to \$500**, are automatically rolled over for use in the next year's plan. Carried over amounts do not count toward your contribution limit for the following plan year.

What if I'm on my spouse's health insurance plan?

The health plan you are covered by is irrelevant. Your participation in the UTHS Flex Plan is based on working 30 hours or more per week, consistently.

When will FLEX begin?

Deductions will begin with your January 15, 2019 pay check.

Questions? Contact Kasey Fish, HR Specialist, 752-1616

Why Enroll? Savings Savings Savings!

How it works: Assume “Melissa” earns \$35,000 a year and has \$1,500 eligible expenses.

	With FSA	No FSA
Annual Pay	\$35,000	\$35,000
Pre-tax FSA Contribution	-\$1,500	-\$0
Taxable Income	=\$33,500	=\$35,000
Federal income and Social Security Taxes	-\$7,362	-\$7,852
After-tax dollars spent on eligible expenses	-\$0	-\$1,500
Spendable income	=\$26,138	=\$25,648
Melissa's Tax Savings	\$490	\$0

*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.

To analyze your personal situation, you can utilize the “Check Estimator” within Skyward!

- ➔ Click “Employee Information” tab
- ➔ “Personal Information”
- ➔ “Payroll”
- ➔ “Check Estimator”
 - The first screen allows federal and state withholding changes
 - Note – Check Estimator will not change any of your information in payroll. To activate a deduction change, you need to complete the related form (i.e.: W-4, FLEX, 403(b), etc.)
- ➔ Click on “Continue Check Estimator Process”
 - If changing current FLEX deduction, just change \$ amount in box next to FLEX deduction
 - If new deduction, go to “Additional Deductions” (bottom of screen)
 - From drop down list, select FLEX Health (use this for both health and dependent care amounts)
 - Enter paycheck FLEX \$ deduction
- ➔ Click on “Calculate Check”
- ➔ View Report