



GETTING THE MOST OUT OF YOUR PLAN

Medical Flexible Spending Accounts (FSAs)

- FSA money can be used for Medical, Dental, Vision and OTC* medications and medical supplies. Please note OTC changes after HealthCare Reform.
- FSA money can be used for these services listed above for anyone claimed on your tax return even if they are not covered by your medical plan.
- FSA accounts are “pre-funded” with your annual amount at the start of the plan year. Your debit card should be swiped as CREDIT, not debit as there is not a pin given to the cards.
- You have 90 days from the end of the plan year to submit expenses that were incurred during the plan year for reimbursement. Please be sure to submit claims for a previous plan year manually, within the 75 day grace period. Do not use the FSA card.
- The grace period is 75 days. This time period allows you to spend any unused dollars in the FSA in the new plan year for incurred medical expenses.
- FSA dollars cannot be used to pay for expenses in advance, only for those incurred at the time of service.
- Any misuse of FSA money is tax fraud. GBS reserves the right to request a receipt for all expenses incurred during a plan year.
- Supporting documentation will be required **on all purchases**, as mandated by Federal Regulations.
- Please be advised that Requests for Receipts are sent directly to your home and should be responded to immediately to avoid deactivation of the FSA debit card.

Dependent Care Flexible Spending Accounts (FSAs)

- FSA money can only be used for eligible day care costs for dependent children or elderly that are IRA qualified dependents.
- Unlike Medical FSAs, this money is not available prior to deposit and is therefore not “pre-funded”.