

Give Yourself a Pay Raise



The Dependent Day Care FSA allows you to pay for eligible day care expenses using pre-tax money. This reduces the amount of Federal Income and FICA taxes that you pay which is like giving yourself a pay raise.



7 Grant Avenue
Lakewood, NJ 08701
Phone: 877-94-FACTS
Fax: 877-747-8564
Info@flexfacts.com
www.flexfacts.com

Flex Facts

**Dependent Day Care
Reimbursement Flexible
Spending Account**



**Give Yourself a Pay
Raise**

Dependent Day Care Reimbursement Account

Overview

A Dependent Day Care Flexible Spending Account (FSA) allows you to have money deducted from your pay on a pre-tax basis and put into an account that you can use to pay for eligible dependent daycare expenses. Common expenses that are eligible include; daycare facilities, after school programs, summer day camp, and in home babysitters.

In order to be eligible the expenses must:

1. Be for employment related expenses.
2. Be incurred to allow you and your spouse (if applicable) to be gainfully employed.
3. Be for your child who is under the age of 13 or for your spouse or tax dependent who lives in your home and is incapable of self care.

To participate in the Dependent Day Care FSA you must make an election before the beginning of the plan year. The maximum that you can elect is \$5000 per calendar year per family unit. Your annual election is divided by the number of pays during the year and the funds are taken out of your pay on a pre-tax basis over the course of the plan year and put into an account that you can pay your expenses out of.

You can access your account information on-line 24/7 at www.flexfacts.com or between 8:30 AM and 8:30 PM EST by calling 877-94-FACTS (877-943-2287).

Claims Process

Your funds are available on the day they are deducted from your pay. Claims can be filed manually, electronically or by using a Flex Facts debit card at the point of service.

The easiest way to access your funds is by using your Flex Facts debit card at the point of service. The card can be used at any daycare facility that accepts MasterCard. When you use your card funds are automatically deducted from your account to pay for eligible expenses. This saves you from having to pay for the expense out of pocket and then wait to be reimbursed.

If you are not able to use your card at the point of service you can file a claim online, by fax or by mail. To file electronically simply log into your account, click on the file claim button and follow the instructions. To file via fax or mail simply complete the Flex Facts Claim Form and fax or mail it to our offices. Manual claims are reimbursed the business day after the claim is entered into the system as long as the funds are available. Reimbursements can be sent via direct deposit or manual check. To speed up the reimbursement process please sign up for direct deposit by logging into your account.

Examples of Eligible Expenses

- In Home Day Care
- Licensed Day Care Facility
- After School Programs
 - Karate
 - Soccer
 - Dance
- Summer Day Camp
- Pre-school

Overnight camp, educational expenses for kindergarten and above and care by your dependent for tax purposes are not eligible expenses.

To enroll in the Dependent Care FSA please log into our website, www.flexfacts.com, and click on "Participant Login" in the top right hand corner. This will bring you to the login for the Participant Portal. You will need to click on the blue "Create Account" link in the middle of the page. Fill in all of the fields with an asterisk except for the "Card Number" Field. You will need the Employer ID which your employer will provide.