FLEXIBLE SPENDING ACCOUNT (FSA)

Employee Benefits Corporation **(800) 346-2126 | www.ebcflex.com**

The BESTflex℠ Plan

What is a flex plan?

A Flexible Spending Account (FSA) is a convenient way for participants to save money on out-of-pocket health care and dependent care expenses using tax-free dollars. Employers save money in taxes on every dollar participants contribute to the plan.

How does the BESTflex Plan work?

Each year participants elect to place a portion of their paycheck into one or more FSAs and use these funds to pay for eligible medical expenses. Since elections are deducted from their paychecks pre-tax, participants pay less tax and as a result pay less for health and dependent care expenses.

Health Care Flexible Spending Account (HCFSA)

Participants use the HCFSA for out-of-pocket medical, vision, and dental expenses that are not covered by another health plan. The HCFSA is not available if participants or their spouses participate in a Health Savings Account (HSA). In this case, a Limited Health Care FSA is used, reimbursing dental and vision expenses only. IRS rules prohibit returning funds remaining in either account to participants once the plan year ends.

Using the HCFSA account

Participants can spend money from their HCFSA, up to their total election amount, anytime during the plan year. The balance of the total election amount is withheld from their paychecks throughout the plan year.

Group Insurance Premium Payments

Employers withhold payroll dollars to pay for participants' medical or other group insurance premiums. With the BESTflex Plan, this withholding becomes an automatic, pre-tax deduction.

Tap! *Tap!* Click! Smartphone. Tablet. Online.

Participants can submit expense documentation to us the easy way.

Now, participants can send us their Benefits Card receipts, Explanation of Benefits (EOBs), invoices or other documentation using their Android or Apple mobile device or from their computer.

How do participants know their purchase needs documentation?

Participants will be notified via email or push notification on their mobile device within a couple of days of their purchase (with rare exceptions). Once they receive this notification, participants can use their mobile device or go online to submit the requested documentation.

Mobile.

Sending us documentation from a mobile device couldn't get much easier than this:

1. Participants log into My Mobile Account Assistant on their tablet or smartphone.
2. They tap on the Benefits Card icon, then tap "Documentation Required" on the Benefits Card Transaction screen.
3. After a simple tap on the red document icon, participants just follow the prompts to take a photo of their documentation using the device's camera or they can load the documentation from their photo library.

Online.

1. Participants click the email link then log into My Account Assistant online at www.ebcflex.com.
2. A pop-up message notifies them of any transactions that need documentation. They click "Substantiate Now" to begin.
3. Participants can easily view their Benefits Card transactions and upload documentation as needed.

Other options?

Sure. Participants can still fax or send us documentation using the U.S. Mail. But once they try sending documentation using their mobile device or online, they'll agree it's easier and a lot more convenient.

Flexible Spending Account (FSA) Maximum Contribution 2027
Unreimbursed Medical: $3,500
Please note, if you continue enrollment you will not receive a new card and can carry over up to $700.

Note: To be eligible to rollover benefits into 2028, a minimum contribution election of $100 will be required for the 2027 plan year.