

# Fringe Benefits Management Company

A Division of WageWorks

Customer Care 1-800-342-8017 7 a.m.-10 p.m. ET



## Tennessee Board of Regents Flexible Benefits Plan 2013 Plan Year Enrollment Form

PLEASE PRINT USING A BALLPOINT PEN.

|   |  |  |               |  |  |   |  |  |                        |  |  |   |  |  |  |  |  |                |  |  |
|---|--|--|---------------|--|--|---|--|--|------------------------|--|--|---|--|--|--|--|--|----------------|--|--|
|   |  |  |               |  |  |   |  |  |                        |  |  |   |  |  |  |  |  |                |  |  |
| LAST NAME   |  |  | FIRST NAME    |  |  | M   |  |  | SOCIAL SECURITY NUMBER |  |  |   |  |  |  |  |  |                |  |  |
| ( ) ( )   |  |  | ( ) ( )       |  |  |   |  |  |                        |  |  |   |  |  |  |  |  |                |  |  |
| WORK PHONE  |  |  | HOME PHONE    |  |  | HOME ADDRESS (STREET)   |  |  | CITY                   |  |  | STATE   |  |  | ZIP  |  |  |                |  |  |
| Enrollment Status:<br><input type="checkbox"/> New Enrollment<br><input type="checkbox"/> Re-enrollment |  |  | DATE EMPLOYED |  |  | DEPT. CODE<br>(Refer to list in your Reference Guide, available at <a href="http://www.tbr.edu">www.tbr.edu</a> ) |  |  | EFFECTIVE DATE         |  |  | PAY CHECK EFF. DATE:<br>(FOR OFFICE USE ONLY) |  |  | PAYROLL FREQUENCY<br><input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 26 |  |  | E-MAIL ADDRESS |  |  |

### NEW ELECTIONS MUST BE FILED FOR THE 2013 PLAN YEAR

**Flexible Spending Accounts** Complete the worksheets provided in your Reference Guide before deciding on the amount(s) to be entered in the sections below. If you have questions, consult your Reference Guide, or call Customer Care at 1-800-342-8017. You may also contact Customer Care at [www.myFBMC.com](http://www.myFBMC.com).

In Box #1, indicate the total dollar amount you elect to contribute for the 2013 Plan Year. In Box #2, indicate the number of regular payroll checks you expect to receive during the 2013 Plan Year (consult your payroll office if you are unsure of how many checks you will receive). In Box #3, indicate the reduction amount per pay period.

| MEDICAL EXPENSE FLEXIBLE SPENDING ACCOUNT                      |         |
|--|---------|
| Maximum allowable annual contribution is \$2,500 per employee. |         |
| Box #1<br>Total 2013 Plan Year Dollar Amount                   | _____   |
| Box #2<br>Number of Regular Paychecks Expected                 | ÷ _____ |
| Box #3<br>Reduction Per Regular Paycheck                       | = _____ |

| DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT   |         |
|--|---------|
| TAX FILING STATUS [PLEASE CHECK ONE]:<br><input type="checkbox"/> Married, filing separately [maximum - \$2,500] <input type="checkbox"/> Married, filing jointly [maximum - \$5,000] <input type="checkbox"/> Single, head of household [maximum - \$5,000] |         |
| Box #1<br>Total 2013 Plan Year Dollar Amount   | _____   |
| Box #2<br>Number of Regular Paychecks Expected   | ÷ _____ |
| Box #3<br>Reduction Per Regular Paycheck   | = _____ |

#### IMPORTANT

- I understand that this is not an application for insurance. To enroll or change my medical or dental insurance, I must complete the proper insurance forms.
- I hereby authorize my employer to reduce my gross salary before federal, state and social security taxes are calculated by the total amount of annual salary reduction indicated above.
- I understand the contribution to my Social Security account will be reduced, since contributions will be based on my income after reduction.
- **I understand that any amount remaining in any Flexible Spending Account that is not used during the plan year will be forfeited since it cannot be carried forward to the next plan year.**
- I understand that the funds in one FSA account cannot be used to reimburse expenses covered by another account.
- I understand that expenses for which I am reimbursed cannot be deducted on my income tax returns.
- I understand that the funds in the FSA account can only be paid out to reimburse payment of eligible expenses actually incurred during the plan year.
- I understand that the amount of salary deduction will include the items specified above and will continue in effect unless I terminate employment or file an approved change in status, within 90 days of a qualifying event.
- I understand and agree that my employer and Fringe Benefits Management Company, a Division of WageWorks, will not incur any liability resulting from either my participation in or my failure to sign or accurately complete this Enrollment Form. I further understand that if I elect not to participate in salary reduction with respect to the benefits listed above, I hereby forego my right to participate during the upcoming plan year, unless otherwise provided by law.
- I understand that I may be asked by the IRS to provide the FEI number of my daycare provider.
- **I certify that: 1) I will only use my FSA to pay for IRS-qualified expenses and only for my IRS-eligible dependents, 2) I will exhaust all other sources of reimbursement, including those provided under my Employer's plans before seeking reimbursement from my FSA, 3) I will not seek reimbursement through any other source, and 4) I will collect and maintain sufficient documentation to validate the foregoing.**

THE TENNESSEE BOARD OF REGENTS RESERVES THE RIGHT TO REDUCE SALARY REDUCTION ELECTIONS AS MAY BE REQUIRED TO MEET FEDERAL REQUIREMENTS.

|                    |             |
|--------------------|-------------|
| Employee Signature | Date Signed |
|--------------------|-------------|

PLEASE MAKE A COPY FOR YOUR RECORDS.