

# Goshen College

## Flexible Spending Accounts

### Introduction

You will have the opportunity to participate in two Flexible Spending Accounts in 2018. Our Plan will be administered by The Harrison Group, Inc. which is located in Havertown, PA. The following is a summary of how your FSA's will operate.

### How they Work

Flexible Spending Accounts enable you to set aside a predetermined dollar amount in an account to cover eligible out-of-pocket health care and dependent day care expenses throughout the year. IRS rules allow you to contribute to your account(s) through payroll deduction on a pre-tax basis — before federal income tax, social security, or (in most cases) state withholding taxes are deducted — reducing your taxable income and increasing your spendable income. Then, at the point-of-sale for these qualified expenses, you can access your funds by using your Debit Card. (Paper claims are also accepted.)

### Available to You

**Healthcare Flexible Spending Account:** This account may be used to pay for healthcare expenses not covered under any other plan. Qualified expenses may include deductibles and coinsurance, prescription and office visit co-pays, dental coinsurance, orthodontics, medical equipment, eyeglasses and contact lenses, etc. The Plan Year maximum contribution amount is \$2,650. Any unused balances up to \$500 as of June 30, 2019 can be carried over to the next Plan Year.

**Dependent Care Flexible Spending Account:** This account may be used to pay for eligible dependent care expenses with pre-tax dollars. Eligible expenses include, but are not limited to, before and after school programs, nursery or preschool tuition, summer day camp, or in-home care by a licensed provider. The maximum contribution amount for the Plan Year is \$5,000 for a married couple filing jointly, \$5,000 for a single parent, and \$2,500 for a married person filing separately.

### Use it, or Lose it

Whether you participate in a Healthcare FSA or Dependent Care FSA, you'll need to set your annual contribution goal amount(s) carefully. Estimate your anticipated out-of-pocket expenses as accurately as possible to put aside enough to cover them — without contributing more than you need. If you contribute dollars to the Dependent Care FSA, and do not use all of the monies you deposit, you will lose any remaining balance in the account at the end of the Plan Year. You can, however, carry over up to \$500 to the next Plan Year for the Healthcare FSA.

### Dependent Care FSA vs. IRS Tax Credits

As an alternative to a Dependent Care FSA, the IRS provides tax credits through the Child and Dependent Care Credit (Topic 602) if you rely on dependent day care in order to work. You can either participate in a Dependent Day Care Reimbursement Account or receive IRS tax credits, but you can't use the same expenses for both. So you need to determine which tax-saving option is most beneficial for your family. Compare the advantages by calculating approximately how much you'll reduce your taxes with each method. Your decision depends on your overall childcare expenses, your household income and filing status.



## **Other Information**

- The Plan Year is July 1, 2018 through June 30, 2019. Expenses incurred on or before June 30, 2019 can be reimbursed for the 2018 Plan Year, if submitted for reimbursement within 90 days after June 30, 2019. This 90 day period is known as the Run-out Period.
- Up to \$500 remaining in your Healthcare Flexible Spending Account at the end of the Run-out Period can be carried over to the next Plan Year.
- If you were an FSA participant for last Plan Year, you will be able to use your existing debit card to pay for eligible expenses if you are a participant for the new Plan Year.
- If you were not an FSA participant last year and you will be for the new Plan Year, you will receive 2 debit cards in the mail. If you are married, your spouse can use the second card, just by signing his or her name on the back of the card. If you are single, you can use the extra card as a backup in the event that you lose your card.
- You will receive your debit card in approximately 7 to 10 days after your enrollment form is processed.



## ***Initial Employee Login Instructions***

To obtain information about your account activity and your account balances, visit [www.theharrisingrouponline.com](http://www.theharrisingrouponline.com).

The login instructions are:

1. Go to [www.theharrisingrouponline.com](http://www.theharrisingrouponline.com)
2. Click on "Employee Login"
3. On the next screen enter your user ID and password
4. **Complete the Participant Login as follows:**

**User ID:** Your User ID is the following:

The first letter of your first name, followed by your last name, followed by the last 4 digits of your Social Security Number

**Password:** The Last Four Digits of Your Social Security Number

Click Login

5. Follow the prompts to enter your security information and, if you would like to, change your user ID and password
6. To create a new password:

The Password must have at least 6 characters with:

1 Uppercase

1 Lowercase

1 Number

If you have any questions, please call The Harrison Group, Inc. at (610) 853-9075 or toll free at (855) 222-5727, Monday through Friday, from 8:30 a.m. to 5:00 p.m.

