



Flexible Spending Account Worksheet

When determining how much you would like to contribute to your Flexible Spending Account, you should keep in mind the following:

- In most cases, an employee may not make a mid-year change in the amount he or she has elected to contribute to a Flexible Spending Account.
- Money remaining in a Flexible Spending Account at the end of the plan year must be forfeited. However, up to \$500 of unused funds may be carried over from one year to the next. In addition, any amount that is carried over does not count toward the maximum contribution limit.
- Over-the-counter medicines and drugs (other than insulin) are only reimbursable if accompanied by a prescription.

This worksheet can be used to estimate how much you should elect to contribute to your Flexible Spending Accounts.

Health Flexible Spending Account	
Expenses not covered by insurance may include:	
Deductibles, coinsurance or copayments	\$
Dental care (exams, fillings, crowns, orthodontia, dentures, bridgework, partials)	\$
Hearing care (exams, hearing aids, batteries)	\$
Infertility treatment	\$
Insulin and diabetic supplies	\$
Prescription drugs (e.g., cholesterol medications)	\$
Transportation expenses (to receive medical care)	\$
Vision care (exams, contacts & supplies, eyeglasses, laser surgery)	\$
Weight loss program (done at doctor's direction to treat an existing disease)	\$
Wheelchairs and other special equipment	\$
Other	\$
Annual Health Flexible Spending Account Election	\$

Dependent Care Flexible Spending Account	
Annual maximum allowable expense of \$5,000.	
Day babysitters/Day care centers (day care expenses for dependents up to age 13)	\$
Elder care	\$
Day camp	\$
After-school programs	\$
Nursery school	\$

Total pretax contributions to Flexible Spending Accounts:	\$
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