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One Dodge Street
North Greenbush, NY 12198
(518) 283-8500

FLEXIBLE SPENDING ACCOUNT

EMPLOYEE/EMPLOYER ELECTION FORM/COMPENSATIONREDUCTION AGREEMENT

COMPANY/CLIENT NAME **Scotia-Glenville CSD**		
EMPLOYEE NAME	DATE OF BIRTH / /	DATE OF HIRE / /
SOCIAL SECURITY NUMBER	EMPLOYEE PHONE NUMBER	
ADDRESS: STREET, CITY, STATE, ZIP		
EMAIL ADDRESS **(REQUIRED)**		

ELECTION:

First payroll date _____ (Employer - Office Use Only)

ACCOUNT	MIN. ELECTION	MAX. ELECTION	ANNUAL ELECTION	NUMBER OF PAY PERIODS	DOLLARS WITHHELD/PAY PERIOD
Unreimbursed Medical Account		$3,050		Employer Use Only	Employer Use Only
Dependent Care Account (Daycare Expenses up to Age 13)	N/A	$5,000/household		Employer Use Only	Employer Use Only

* In the event of a calculation discrepancy, the annual election will be the amount used, and the per pay period amount will be recalculated.

DEPENDENT ENROLLMENT * List ALL dependents that can/will be eligible for reimbursements under the Medical &/or Dependent Care accounts

Dependent Name	Date of Birth	SSN	Relationship

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I hereby elect to participate in the Employer's Flexible Spending Account for the Plan Year beginning _7_/_1_/_2023_, and ending _6_/_30_/_2024_. Any previous election and compensation reduction agreement relating to the same benefits is hereby revoked and I understand that election is required annually to participate. As a participant, I understand that:

- I cannot change or revoke this agreement at any date prior to the next plan year, unless I have a change in my family status as set forth in the Adoption Agreement and Summary Plan Description. Prior to my next Plan Year I will be offered the opportunity to change my benefit election for the following year.
- My pay will be reduced by the amount of my required contribution for the benefit option(s) I have elected, continuing for each succeeding pay period until this agreement is amended or terminated.
- The reduction in my cash compensation under this agreement will be in addition to any reductions under other agreements or benefit plans. If my required contributions change while this agreement is in effect, my pay reduction will automatically be adjusted to reflect that change.
- The Plan Administrator may change the amount of my reduction or otherwise modify this agreement, if he believes it is required to satisfy provisions of the Internal Revenue Code.
- The amount of my compensation reduction will be credited to the appropriate reimbursement account on my employer's books for payment of eligible expenses incurred within the plan year.
- Reimbursement will be available only for qualifying expenses as described in the attached form. I agree to notify the Employer if I have reason to believe that any expense for which I have obtained reimbursement is not a qualifying expense. I also agree on demand to indemnify and reimburse the Employer for any liability it may incur for failure to withhold income or FICA tax from any reimbursement I receive of a non-qualifying expense.
- If the amount in my reimbursement account at the end of the year exceeds the amount of my eligible expenses for the plan year, I will forfeit the excess amount.

PLEASE NOTE:

- **The pay reductions will not be effective for any pay period that begins before you have signed this form and returned it to your Employer. Please keep a copy of this form for your records.**
- **An Extended Grace Period (EGP) has been added to this plan. As a result; members will have an extra 74 days (thru September 11) each year to incur claims and access any remaining FSA monies from the prior plan year ending each June 30.**

CHANGES/TERMINATIONS (Employer – Office Use Only)

Date of Event: ____/____/____
First paycheck date that change will be processed: ____/____/____.

___ Marriage/Divorce
___ Birth/Death of Spouse or Dependent
___ Spouse's employment commenced/terminated
___ Status change from full-time to part-time or part-time to full-time by employee or spouse
___ Unpaid leave of absence by employee or spouse
___ Open Enrollment
___ Employment Termination

Employee Signature_____ Date_____

Employer Signature _____ Date _____

HUMAN RESOURCES – OFFICE USE ONLY
(ALL FIELDS REQUIRED)

Highly Compensated ❑ Y ❑ N

Key Employee ❑ Y ❑ N

Officer ❑ Y ❑ N

Spouse or Dependent of Owner ❑ Y ❑ N

More than 5% Owner ❑ Y ❑ N

More than 1% owner with salary greater than $150,000 ❑ Y ❑ N