

Flexible Spending Open Enrollment Period

OCTOBER 20—NOVEMBER 21, 2014

What is Flexible Spending?

Flexible Spending Accounts and Pre-tax Transportation plans are a tremendous opportunity for you to enhance your benefits package. The City of Boston knows that these are highly beneficial programs and wants you to have the opportunity to participate in an IRS Section 125/Flexible Spending Account and/or an IRS Section 132/Transportation Plan administered by Cafeteria Plan Advisors, Inc. (CPA, Inc.) for the plan year of January 1, 2015 to December 31, 2015.

Most employees pay for expenses such as dependent care, medical/dental, work related parking fees and mass transit on an after tax basis. These programs allow you to set aside a portion of your paycheck **tax free** to pay for those expenses. The result is a reduction in your taxable income, which will give you an increase in your take home pay. **Don't miss out on this opportunity to save between 28-34% in taxes.**



**A Great Way
to Save
Money!**

DON'T FORGET!

• DEBIT CARD

When you sign up for the Medical/Dental Account you will receive a debit card which will contain the full amount you elected for the plan year ready for use on January 1st. You may use the debit card to pay for eligible expenses at the point of sale: the pharmacy, doctor's office, dentist office, eyewear retailer, etc. This allows for real time use of your money without having to submit for reimbursement.



• 75-DAY GRACE PERIOD

The City of Boston has elected the maximum grace period allowed under the IRS. This grace period acts as a "safety net" and allows enrollees 75 days after the plan year ends (until March 15th) to spend the money in their account.

Four Different Flexible Spending Accounts

Medical/Dental Account

Employees may set aside up to \$2,500 per plan year to pay for out-of-pocket medical/dental expenses for themselves and/or their eligible family members. Examples include:

- Co-pays for office visits and prescription drugs
- Orthodontia and other dental expenses
- Contact lenses, eye glasses, laser eye surgery
- Visits for Chiropractic Care or Acupuncture

Using this account can help you budget for expenses you know you will incur during the plan year.

Dependent Care Account

Employees can set aside up to \$5,000 per plan year to pay for out-of-pocket dependent care expenses for children under the age of 13 or for elderly parents. This includes:

- Day Care
- Before School Care & After School Care
- Summer Day Camp
- Elder Care

Although you can claim dependent care expenses when you file your taxes, in most cases, people are able to save more money this way. Please consult your tax advisor for your best option.

Transportation - Parking

Employees may set aside up to \$250 per month* for work related parking expenses.

Transportation - Transit**

Employees may set aside up to \$130 per month* for work related public transportation expenses.

Expenses for both of these Transportation accounts must be work related and are for the employee only. *This cannot be used to pay for another family member's transportation expenses.*

*These amounts change annually any may change after the distribution of this flyer

**This account cannot be combined with the City of Boston MBTA Pass Program.



How to Enroll— Online Enrollment Option for Current Participants

Online Option—Current Participants Only:

- Log on to: www.cpa125.com
- Click on “[Sign-in](#)”
- Click on “[Employee Online Access](#)”
- On login page, enter your [Username](#) & [Password](#)
- Click “[Enroll Now](#)” for setting up 2015 elections; ensure you complete & receive email confirmation

Note: If you have not already setup your online account you will need to set it up prior to enrolling by following the instructions on the login page.

New Participants—Enrolling on Paper Form:

- Log on to: www.cpa125.com to download a form
- Fax completed form directly to CPA, Inc. at (781) 848-8477, or
- Mail completed enrollment form directly to CPA, Inc., 420 Washington St, Suite 100, Braintree, MA 02184
- Call (781) 848-9848 with questions

Information Sessions & Information Tables

TO FIND OUT MORE ABOUT THIS BENEFIT, PLEASE ATTEND ONE OF THESE INFORMATION SESSIONS

Date	Location	Time
Thursday, October 30th	Boston Teacher’s Union Lounge 180 Mt. Vernon St, Boston, MA	2:30 PM – 4:30 PM
Thursday, November 13th	City Hall, 5 th Floor, Piemonte Room	10:30 AM – 12:30PM
Thursday, November 13th	1010 Mass. Ave, Boston, MA	2:30 PM – 4:30 PM

IMPORTANT—Please Note the Following:

- Due to a change in IRS regulations, the maximum amount allowed for Medical/Dental Accounts was reduced to \$2,500 effective January 1, 2013.
- **DO NOT THROW AWAY YOUR BENNY CARD!** If you re-enroll next plan year, the same debit card will be reloaded with your elected amount for that plan year. There is a replacement fee if you need to request a new card.
- There is an **Administrative Fee** of \$48 per plan year to participate.
- You cannot newly enroll in or change your elected amount during the plan year unless you have a qualifying event (marriage, birth of a child, etc.) and notify CPA, Inc. within 30 days.
- **If you don’t use it you lose it.** Please be conservative when deciding how much money to set aside for Medical/Dental and Dependent Care Expenses. If you do not spend your money by the end of the plan year, you could be in danger of forfeiting your money. The 75-day grace period is your “safety net”. This allows you 75 days past the end of the plan year (March 15th) to spend the money in your account.
- Unused money set aside for Transportation Accounts does roll over into the net year.

