

FSA DEBIT CARD

An FSA debit card is a MasterCard that allows you to pay for covered FSA expenses directly at the point of service and deducts the funds directly from your FSA account. This way, you avoid the traditional problems of an FSA, such as paying cash for services (in addition to your payroll deduction) and waiting for a reimbursement. The card can be used for covered health expenses and some Employers also allow use of the FSA debit card for covered Dependent Day Care expenses.

- Cards will be mailed to your home address in a generic envelope. Most employers provide 2 cards, and they will arrive in separate envelopes. If TaxSaver Plan has your email on file, we'll send you an email alert when the cards are mailed. If your cards don't arrive as expected, please contact TaxSaver Plan's customer care department.
- Most Employers provide 2 cards for your convenience. The cards have different account numbers, but are linked to the same FSA account. The participant's name will be on both cards, but your spouse or legal tax dependent may use either card at any covered provider. These cards may be used to pay for out-of-pocket medical, prescription, dental and vision FSA expenses. Some Employers also include the Dependent Day Care FSA on the card, as well as the Commuter Benefits.
- You will not receive a new card each year. There is an expiration date printed on the card. A new card will be issued 30 days prior to that expiration date or as soon as your election for the next plan year is reported to TaxSaver Plan.
- You may use your FSA debit card at doctor and dentist offices, pharmacies and vision service providers. If your Employer allows you to use your FSA debit card for Dependent Day Care expenses then you can use your card at those providers as long as they accept credit cards. The card cannot be used at locations that do not offer services under the plan. If you attempt to use the card at a location that is not covered, the transaction will be denied.

Receipts

When necessary, you will receive a Receipt Notification from TaxSaver Plan by email or postal mail. If you do not receive a Receipt Notification, you do not need to submit a receipt. However, you should always keep receipts for your records. The timing of the Receipt Notification depends on your Employer's plan.

A receipt is an itemized statement from a third party provider that included the date of service and the type of service provided. For pharmacy transactions, the name of the prescription or the over-the-counter items purchased must be listed by name. An explanation of benefits from your insurance carrier also provides the necessary information in most cases.

Questions? Lost Card? Card Declined?

Call TaxSaver Plan 800-328-4337

Check your balance on the TaxSaver Plan App. Use the same login as you use on the TaxSaver Plan website.

TRUE UP 60

- True Up is designed to reduce the number of receipt requests a FSA participant receives during the year and to keep the FSA Debit Card active all year long, while following IRS regulations.
- You do not have to do anything to participate in True Up. If you are enrolled in your Employer's Health Insurance Plan, you will automatically be enrolled in True Up.
- Throughout the year, TaxSaver will tally up all of your electronic claims data from the insurance carriers and compare it to any claims paid to you, both Debit Card and paper claims. As long as TaxSaver can verify that the out of pocket expenses, as reported by the insurance carrier, meet or exceed the total amount spent on the Debit Card, you will not be asked to submit any documents to verify your Debit Card expenses.
- If the amount of out of pocket claims does not match or exceed the Debit Card transactions, TaxSaver will contact you to submit additional documentation to verify your transactions after about 60 days from the date of the transaction. Please respond timely with the requested documentation.
- If you typically use your FSA Debit Card to pay for eligible expenses for a Dependent NOT COVERED under your Employer's insurance benefits, you may choose to submit the receipts for the Dependent's expenses during the year to avoid receipt requests later in the year.
- If you wish to submit a claim to verify the FSA Debit Card transactions during the year, please submit your claims online or via the Mobile OR you may obtain the True Up Claim Form on TaxSaver Plan's website under Helpful Forms.

TaxSaver Plan Claim Submission

claims@taxsaverplan.com 214-528-8122 fax

www.taxesaverplan.com

PO Box 609002 Dallas, TX 75360

HELPFUL INFORMATION

- No FSA debit card transaction amount can exceed the amount available in your current account balance. The card will be denied at the point of sale if it is swiped for more than what is available under your plan balance. Instead, you will need to pay for the transaction out-of-pocket and then submit a receipt and your completed claim form to clear out your account balance.
- The dollar amount on your FSA debit card always reflects the current plan year. You should avoid using the card to pay for expenses incurred in a prior plan year. For example, if your plan year ends 12/31 and you receive a bill from your provider in January of the following year for services rendered in December, you should not pay the provider with the FSA debit card. If you receive a bill from your provider during the runoff period and you have a remaining balance from the prior year, you may submit a completed claim form and an itemized statement from the provider to TaxSaver Plan during the run-out period. You will receive reimbursement for eligible expenses up to the remaining balance available in the previous plan year. Reimbursement will be in the form of a check or direct deposit depending on which method is offered under your Employer's plan.
- If your Employer offers the 2 1/2 Month Extension, please contact TaxSaver Plan's customer care department to find out if your FSA debit card will split transaction amounts between plan years. The Annual FSA Statement sent to you by TaxSaver Plan during the last quarter of the plan year also contains this information.
- If your Employer offers Rollover, Health FSA funds up to \$500 will be rolled over and placed on the debit card after the claims run out period. If you do not elect to participate in the Health FSA in the following plan year, rollover funds are available only via manual claim submission, assuming your Employer's plan design allows rollover funds for those not actively enrolled in the Health FSA the following year.
- If coverage is terminated, the FSA debit card is permanently deactivated and can no longer be used. If you elect COBRA for the FSA health plan, you will not be able to use your FSA debit card after your date of termination.