



## REMOVE THIS INSTRUCTION SHEET IN ORDER TO COMPLETE THE ATTACHED ENROLLMENT FORM

### EXPLANATION OF FLEXIBLE BENEFITS AND FLEX POOL BENEFITS

It is the time of year to make your decision regarding the FLEXIBLE SPENDING PROGRAM for the calendar year 2011. This page contains basic information needed to understand the program. To participate, please **COMPLETE** the enrollment form and **RETURN** the original and a copy to the Human Resources Department by November 30, 2010.

**Enrollment forms for 2011 will not be accepted by Human Resources after that date.**

**Important: Many over-the-counter items are no longer eligible for 2011. Please see "Flex Spending Account Eligible Items and Services" in Human Resources Forms online.**

#### **FLEXIBLE SPENDING ACCOUNT (Faculty, Administration and Support Staff)**

The Flexible Spending Account allows you to designate an amount of your pre-tax compensation to cover expenses such as dependent childcare and non-reimbursed medical expenses.

Deduction will begin with the 2nd pay period of January.

If you wish to participate in the Flexible Spending Account (FSA), you have the following options:

- 1) Allocate to your Health Care Account on a pre-tax basis. (Maximum allocation \$3,000)
- 2) Allocate to your Dependent Care Account on a pre-tax basis. (Maximum allocation \$5,000)

Employees who have elected 26 method of pay will have 23 deductions throughout the calendar year  
Employees who have elected 21 method of pay will have 18 deductions throughout the calendar year

Example of Flexible Spending account deduction:

$\$500.00 \div 23 = \$21.74$  (for 26 method of pay)

or

$\$500.00 \div 18 = \$27.78$  (for 21 method of pay)

**The Internal Revenue Service mandates that money designated to these accounts but not used, cannot be returned to the individual. This is known as "Use It or Lose It!"**

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#### **FLEX POOL (Faculty/Administration)**

Allocated amounts will begin the 1st pay period in January. The CASH amount of the Flex Pool (not to be confused with the Flexible Spending Account above) for 2011, for each eligible employee, will be \$762. This amount will be allocated to you starting the first pay period of 2011. Employees on a 21-paycheck schedule will receive \$40.11 in each of 19 paychecks, and employees on a 26-paycheck schedule, will receive \$31.75 in each of 24 paychecks.

#### **FLEX POOL (Support Staff)**

Allocated amounts will begin the 1st pay period in January. The CASH amount of the Flex Pool (not to be confused with the Flexible Spending Account above) for 2011, for each eligible employee, will be \$350. This amount will be allocated to you starting the first pay period of 2011. Employees on a 21-paycheck schedule will receive \$18.43 in each of 19 paychecks, and employees on a 26-paycheck schedule, will receive \$14.59 in each of 24 paychecks.

General Guideline Information is available on the Subscriber's copy of the Enrollment Form.

**MONROE COMMUNITY COLLEGE  
FLEXIBLE BENEFITS PROGRAM**



**ENROLLMENT FORM**

Faculty/Administrative <input type="checkbox"/> Support Staff <input type="checkbox"/> 26 Method of Pay equates to 23 deductions per year 21 Method of Pay equates to 18 deductions per year		
EMPLOYEE NAME (PLEASE PRINT)		SOCIAL SECURITY NUMBER/##
ADDRESS		
CITY	STATE	ZIP CODE

**IMPORTANT:** Many over-the-counter items are no longer eligible for 2011. Please see "Flexible Spending Account 2011 Eligible Items and Services" in the Human Resources Forms online.

**FLEXIBLE SPENDING ACCOUNT**

Pre-Taxed

Health Care Account

\_\_\_\_\_   
 Total 2011 Election Available for Reimbursement

Dependent Care Account

\_\_\_\_\_   
 Total 2011 Election Available for Reimbursement

OFFICE USE ONLY Pay Period Amount

Automatic Claims Transfer

Eliminates submitting an Excellus claim form for co-payments and deductible amounts. These will automatically be transferred to your FSA account for reimbursements.

You may select automatic claim transfer if you meet any of the following conditions:

- 1) Your health care is with Excellus;
- 2) Your dental care is Excellus, and;
- 3) You do not have health or dental coverage through your spouse providing coordination of benefits.

**MAXIMUM ANNUAL CONTRIBUTION ALLOWED:**

Health Care Account	\$3,000.00
Dependent Care Account	\$5,000.00

I hereby elect to participate in MCC's Flexible Spending Account for the pay year beginning \_\_\_\_\_ and ending **12/31/2011**. Any previous election and compensation reduction agreement relating to the same benefits is hereby revoked.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

The College will pay for all administrative processing fees for the year 2011.

*The pay reduction may not be effective for any pay period that begins before you have signed this form and returned it to the Plan Administrator*

Distribution: White - BC/BS  
 Yellow - Human Resources  
 Pink - Employee