

# You Can Make More Money This Year... ...Enroll In A Flexible Benefits Plan



Taking Advantage Of Your Company's Flexible Benefit  
Plan Results In A Bigger Paycheck

**Beneflex**

# A Flexible Benefits Plan

## Helps Your Paycheck Buy More

Sometimes referred to as a Flexible Spending Account, Section 125 Plan, Cafeteria Plan or Section 132 Plan, a Flexible Benefits Plan lets you set aside a certain amount of your paycheck into an account before paying taxes. During the Plan year you have access to the account to pay for expenses you regularly incur such as, healthcare, mass transit and/or work related parking.

### How the Plans Work ...

An Employee earns \$2,000 each month and participates in her employers Flexible Benefit Plan. This results in her paying for certain healthcare and daycare expenses with tax-free dollars and giving her \$100 more take-home pay each month!

#### Without The Plan

	2400
	91-548/1221
	\$ 1,000.00
Gross Earnings	\$2,000
FICA, Federal & State Taxes	-\$500
Health & Daycare Expenses	-\$500
<b>NET EARNINGS</b>	<b>\$1,000</b>

#### With The Plan

	2400
	91-548/1221
	\$ 1,100.00
Gross Earnings	\$2,000
Health and Daycare Expenses	-\$500
Adjusted Gross Earnings	\$1,500
FICA, Federal & State Taxes	-\$400
<b>NET EARNINGS</b>	<b>\$1,100</b>

Enrolling is easy as ... **1**

Carefully read this material and choose which options work for you.

**2**

Determine how much you expect to spend during the Plan year for each option.

**3**

Complete the Enrollment Form and return it to your Human Resources Department.

# Healthcare Flexible Spending Account (FSA)

This special account helps you to save money while paying for healthcare expenses for yourself and dependent family members that are not covered by insurance. You set aside money on a tax-free basis through regular payroll deductions. During the year you use your FSA to pay for eligible medical expenses with the tax-free dollars. This can result in savings of up to 40% on hundreds of items like prescriptions, co-payments, dental care, orthodontics, chiropractic services, contact lenses and eye glasses. An FSA can even cover co-insurance, deductibles and much more (an extensive list of eligible items are listed on our website [www.flexaccount.com](http://www.flexaccount.com)).

## The Advantages of a BeneFlex FSA:

- Employee's can determine the right amount to put aside tax-free using our Tax Savings Worksheet or, online with our Tax Savings Calculators.
- Customer Service Representatives can be reached by our toll-free help line, email or via our website.
- Healthcare FSA's are prefunded, meaning that participants have access to the full amount of their annual election beginning with the first day of the plan year.\*
- Participants can be kept up-to-date on account information on a real-time basis through an easy-to-use member portal.
- Multiple plans can be accessed with one BeneFlex Convenience Card.

\*The IRS mandates funds not used by the end of the plan year are forfeited

### *Eligible Healthcare Expense Include:*

- **Deductibles**
- **Co-pays**
- **Over-the-counter drugs & medicines\***
- **Prescription Drugs**
- **Dental Services**
- **Orthodontic Services**
- **Eyeglasses, Contacts & Lasik Surgery**
- **Certain Weight Loss Programs**
- **Chiropractic Services**
- **Smoking Cessation Programs**
- **Hospital Fees**
- **Fertility Treatment**

Visit [www.flexaccount.com](http://www.flexaccount.com) for an extensive list

\*Prescription Required

# SmartRide

## Mass Transit & Parking Accounts

A **SmartRide** Mass Transit or Parking account helps you to ride your way to savings. These separate accounts enable you to set aside a portion of your income on a pre-tax basis to pay for public transportation, as well as, parking that you incur on your commute to/from work. Multiple plans can be accessed with one BeneFlex Convenience Card. Using a **SmartRide** account can save you up to 40% of your commute. Unlike the forfeiture rules of Medical FSA plans, funds remaining in your Mass Transit and/or Parking accounts roll-over for active employees. Qualified expenses include the cost of any pass, token, fare card, voucher or other method that entitles you to use mass transit for the purpose of traveling to/from your place of work. Forms of Mass Transit that comprise plan travel are:

- Subway
- Train
- Light or Regional Rail
- Bus
- Ferry
- Vanpool



le Parking expenses include facilities at or, near work in addition to locations from which you commute like a park-and-ride.



The 2013 maximum monthly contribution for Mass Transit is \$125.00 The 2013 maximum Monthly for Parking is \$240.00 Participants can stop, change or re-start their elections Unused funds roll over to the next month/year

As with all BeneFlex plans, Customer Service Representatives can be reached at our toll-free help line, email or via our website.



# The BeneFlex Convenience Card

The **BeneFlex Convenience Card** is your card for Better Benefits. Better yet, even if you are enrolled in multiple accounts, one **BeneFlex Convenience Card** can be used to pay for each of your plan's expenses. With one **BeneFlex Convenience Card** you can

make purchases at eligible doctor's, dentist's, pharmacies, vision service locations, as well as, mass transit and/or Parking facilities\*. The **BeneFlex Convenience Card** empowers you to pay directly for your eligible FSA and commutation expenses at the point of service. This enables you to avoid the traditional hassles of most plans. No more paying cash for services, filling out and submitting claim forms or, waiting for reimbursement checks. Additional cards are available to dependents of Health FSA Participants.

The **BeneFlex Convenience Card** is a special purpose MasterCard® that stores the value of your account contributions. Each time you make a purchase for a qualified expense by swiping the **BeneFlex Convenience Card** your purchase will be deducted from the appropriate account automatically.

\*When it comes to Health FSA's, if your swipe/purchase does not comply with IRS "auto-adjudication" guidelines then, we will ask you to forward transaction receipt(s) to us.



# How To Access The Funds In Your Plan:

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## *The Beneflex Convenience Card*

- The **Beneflex Convenience Card** is a limited use MasterCard® that works as a credit card to give you access to Plan funds you've contributed.
- With one **Beneflex Convenience Card** you can make purchases at eligible doctor's, dentist's, pharmacies, vision service locations, as well as, mass transit and/or Parking facilities When visiting Providers and/or Mass Transit facilities that accept MasterCard® simply present your **Beneflex Convenience Card** for payment. Be sure to choose the credit method when making purchases and if prompted for a zip code, enter the number where the card was delivered. Each time you make a purchase for a qualified expense by swiping the **Beneflex Convenience Card** your purchase will be deducted from the appropriate account automatically.
- If you choose not to use the **Beneflex Convenience Card**, you can pay out-of-pocket and file a manual claim form for reimbursement. You can accomplish this by visiting our website [www.flexaccount.com](http://www.flexaccount.com) and submitting your receipt(s) and an on-line claim or, by completing a paper claim form and forwarding it to Beneflex via email, fax or traditional mail.

**Save your receipts!**



# Customer Service & Claims Contact Info.

## *We're Here To Help*

- On The Web
- On The Phone
- Via Email

### Customer Service:

Web: [www.flexaccount.com](http://www.flexaccount.com)

Email: [customerservice@flexaccount.com](mailto:customerservice@flexaccount.com)

Toll Free: 1-888-423-6359

### Forward Manual Claims To:

Email: [claims@flexaccount.com](mailto:claims@flexaccount.com)

Online: [www.benefitspaymentsystem.com](http://www.benefitspaymentsystem.com)

Fax: 1-732-428-8111

Mail: 77 Brant Ave

Suite 206

Clark, NJ 07066





## EMPLOYEE INSTRUCTIONS:

- ✓ Read the *Plan Information Summary Sheet* to determine the benefits your company offers.
- ✓ Visit our website [www.flexaccount.com](http://www.flexaccount.com), read our paper brochure, or, view the electronic enrollment packet carefully to determine which account(s) are best for you.
- ✓ Decide how much you wish to contribute for each plan benefit and complete the **Flexible Spending Account Enrollment Application** *before* your enrollment period deadline.

**Note:** *Medical (FSA) elections can only be made prior to the start of a new plan year. In most cases, with the exception of Mass Transit and Parking accounts, you must wait until the next plan year if you do not enroll now.*

- ✓ If your company offers direct deposit, please complete the direct deposit section on the Enrollment Form in its entirety and attach a voided check. *If you are currently enrolled for direct deposit with BeneFlex, complete this section only if your banking information has changed.*
- ✓ If your company participates in the *BeneFlex Convenience Card* program and you do not currently have a card and wish to obtain one, please be sure to complete the Cardholder Agreement section. Further, if you wish to have a card generated for a dependent complete the "Dependent Information" section of the form.
- ✓ Speak with your benefits advisor, visit us on the web at [www.flexaccount.com](http://www.flexaccount.com), email us at [customerservice@flexaccount.com](mailto:customerservice@flexaccount.com) or, call our Customer Service Department at 1-888-423-6359 should you have questions.
- ✓ Submit your enrollment form to your Human Resource Representative.



**FLEXIBLE SPENDING ACCOUNT  
 PLAN INFORMATION SUMMARY SHEET  
 THE COOPER UNION**

<b>PLAN ADMINISTRATOR</b>	THE COOPER UNION	Plan Year Beginning - January 1, 2013
		Plan Year Ending - December 31, 2013
<b>PLAN SERVICE PROVIDER</b>	<b>BeneFlex, Inc.</b>	
Street Address:	77 Brant Avenue Suite 206	
City, State and Zip:	Clark, NJ 07066	
Phone:	732-428-8282	Fax: 732-428-8111 Website: www.flexaccount.com

**Plan Entry Date**

The Plan Entry Date is the date when an employee who has satisfied the Eligibility Requirements may commence participation in the Plan.

**Benefit Package Terms & Options**

The terms, conditions, and limitations will be as set forth in and controlled by the Plan Document. Each participant may elect to enroll with the plan administrator on or before the date he first becomes eligible to participate in the plan, and on or before the first day of any plan year thereafter, to be reimbursed from the employer for expenses incurred during that year by him to the extent described and defined in the Plan Document.

**Maximum Annual Election Amounts:** The maximum annual reimbursement amount that a Participant may elect to receive during the year as defined in the Plan Document.

**Employment Separation Claims Period:** The Employment Separation Claims Period is the period of time after an employee separates from employment (or loses eligibility to participate in the Plan) during which the employee can submit claims for expenses incurred while the employee remained a participant. The Employment Separation Claims Period begins on the employee's termination date.

**Run-off Period:** The Run-off Period is the period of time that begins after the Plan year or Grace Period ends in which the employee can submit claims for payment of Qualified Expenses.

**Claims Grace Period:** The Claims Grace Period is the period of time that qualified medical and/or dependant care expenses can be incurred after the Plan Year Ending Date.

The following Benefit Package Options are offered under the **THE COOPER UNION**. Flexible Spending Plan.

**Medical Reimbursement Account**

Maximum Annual Election	<b>\$2500.00</b>	Separation Claims Period	<b>90 Days</b>
		Claims Grace Period	<b>75 Days</b>
		Run-off Period	<b>30 Days</b>

**Dependent Care Reimbursement Account**

Maximum Annual Election	<b>\$5000.00*</b>	Separation Claims Period	<b>90 Days</b>
		Run-off Period	<b>30 Days</b>

**Mass Transit Reimbursement Account**

Maximum Monthly Election	<b>\$240.00 ****</b>	Separation Claims Period	<b>90 Days</b>
		Run-off Period	<b>90 Days</b>

**Parking Reimbursement Account**

Maximum Monthly Election	<b>\$240.00</b>	Separation Claims Period	<b>90 Days</b>
		Run-off Period	<b>90 Days</b>

**\*\$2,500.00 for married filing separately**