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# Help in Planning Your FSA Contribution

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To assist you in planning your FSA contribution, PayFlex has developed a list of pointers to help you plan appropriately:

- Review your past expenses for healthcare and dependent day care.
- Review any Explanation of Benefits that you retained from your health insurer which will tell you the actual cost of your procedures. (If you have misplaced this information, many insurance companies can provide past history and explanation of benefits to you).
- Review credit card statements through which you purchased eligible FSA items.
- Decide whether or not you plan on having major medical work done as you may want to set aside money in your FSA for a specific eligible operation.
- Research what is eligible to avoid losing FSA funds at the end of the year. View a listing of eligible and ineligible expenses at [www.mypayflex.com](http://www.mypayflex.com).
- Determine the out-of-pocket expenses that recur **every** year for you and all of your dependents such as:
  - Prescriptions
  - Over-the-counter items
  - Contact-lense supplies
  - Routine doctor visits- co-pays
  - Braces
- Estimate your out-of-pocket expenses that you plan to incur **during** the plan year such as:
  - LASIK eye surgery
  - Extra glasses
  - Acupuncture
- Be conservative with your contribution.
- Use the expense planning worksheets available at [www.mypayflex.com](http://www.mypayflex.com).
- Take advantage of the Savings Calculator at [www.mypayflex.com](http://www.mypayflex.com).

It is important to remember that an FSA is not a savings account. IRS regulations state that any amount remaining in your account after the end of plan year will be forfeited. For this reason, you should calculate your anticipated expenses carefully. Also keep in mind that you cannot change your contribution during the plan year unless you have an eligible family status change. As long as you follow our PayFlex tips you should have no problem using the money you elect for plan year.