

# TEXFLEX

## Save Money on Health Care and Dependent Care

**Enroll in TexFlex<sup>SM</sup> and use pre-tax money to save on eligible out-of-pocket health care and dependent care expenses including:**

- medical copays, deductibles and coinsurance,
- prescriptions,
- dental,
- vision,
- day care, and
- much more!

### **What is TexFlex?**

A TexFlex account is a flexible spending account (FSA) that lets you set aside money from your paycheck, **pre-tax**, to use for eligible out-of-pocket expenses. You can contribute to a health care and/or a dependent care account. The TexFlex program is available to all benefits-eligible active employees. TexFlex is a great way to **SAVE MONEY** and **LOWER YOUR TAXES!**

There will be an administrative fee holiday for the TexFlex health care and dependent care account in Plan Year 2017.

### **There are two types of accounts:**

- **Health care account** – used to pay eligible medical, dental, vision, hearing, and prescription drug expenses. You can elect from \$180 to \$2,550 for your annual contribution.
- **Dependent care account** – used to pay eligible expenses including child day care and adult care day programs. You can elect from \$180 to \$5,000 for your annual contribution.



## How will TexFlex save me money?

You pay less in taxes. Here's an example:

	with TexFlex	without TexFlex
Annual pay	\$50,000	\$50,000
TexFlex pre-tax contribution	(\$2,000)	\$0
Taxable income	\$48,000	\$50,000
Federal income, Social Security and Medicare taxes	(\$10,966)	(\$11,616)
After-tax dollars spent on eligible expenses	\$0	(\$2,000)
Real spendable income	\$37,034	\$36,384
<b>Annual Savings</b>	<b>\$650</b>	\$0

\* Sample tax savings for a single taxpayer with no dependents. Actual savings will vary based on your individual tax situation. Please consult a tax professional for more information.

## Should I enroll?

If any of the following expenses apply to you or your eligible family members, enrolling in TexFlex can save you money on:

### Health Care

- Copays, deductibles or coinsurance for medical, dental or vision plans
- Prescription medications
- Glasses or contacts, or plan on having laser eye surgery
- Orthodontia treatments, such as braces

**Note: Over-the-counter medications (except insulin) are NOT eligible for reimbursement unless the medication is prescribed.**

### Dependent Care

- You and your spouse (if married) are working, looking for work or attend school full-time, and
  - have children under age 13 who attend day care, before/after-school care or summer day camp or
  - you provide care for any other person of any age who is mentally or physically incapable of caring for himself or herself, and comply with other IRS requirements

**For a detailed list of TexFlex eligible expenses, visit [www.TexFlexERS.com](http://www.TexFlexERS.com) and click on “Program Resources.”**

## TexFlex website – [www.TexFlexERS.com](http://www.TexFlexERS.com)

Visit the ADP TexFlex website now to learn more about the:

- TexFlex Program, and
- TexFlex debit card.

Also, be sure to check out the informative videos and access the contribution calculation worksheet.

### Online Account Services:

- Access your TexFlex account 24/7; see how much you elected, how much has been paid, what's pending and how much is available in your account.
- View claim status alerts and notifications with important information about your account.
- Quickly search for all current and past claims, payments and contributions.
- Download reimbursement claim forms.
- Sign up for direct deposit.

## FREE! TexFlex debit card for the health care account

If you sign up for TexFlex for Plan Year 2017 and you're new to the program, you will receive a **FREE** ADP TexFlex debit card for easy access to your TexFlex health care account funds in late-August. After you activate your card, you can begin using the card on September 1 to pay for eligible health care expenses. If you're a current TexFlex participant, you will continue to use the debit card you received last year.

## Fast reimbursement

ADP processes claims and releases reimbursements on a daily basis. Sign up for direct deposit and get your reimbursement faster than by check.

## When do I enroll?

You can enroll in the TexFlex program:

- within 31 days of your hire date,
- during Summer Enrollment and
- within 31 days of experiencing a qualifying life event.





### TexFlex account overview for Plan Year 2017

	Health Care Account	Dependent Care Account
<b>Annual maximum contribution</b>	\$2,550	\$5,000
<b>Submit claims online, by fax or mail</b>	Yes	Yes
<b>Use the TexFlex debit card</b>	Yes <sup>1</sup>	No, all claims submitted online, by fax or mail.
<b>Availability of funds</b>	Full annual contribution is available starting September 1, 2016	Monthly; as funds are added to your account from your paycheck
<b>Carry over<sup>2</sup></b>	Yes	No
<b>Grace period<sup>3</sup></b>	No	Yes
<b>Run out period<sup>4</sup></b>	September 1, 2017-December 31, 2017	September 1, 2017-December 31, 2017

<sup>1</sup> There is no fee for the card. You will receive one card and can request additional cards by calling TexFlex ADP Customer Care at toll-free (844) 884-2364.

<sup>2</sup> Health care account funds, up to \$500, that carry over from the previous plan year to the new plan year. Any amount over \$500 will be forfeited. Does not apply to the dependent care account.

<sup>3</sup> Allows an extra 2 ½-month period after August 31 in which you can incur new claims using the previous plan year funds.

<sup>4</sup> Timeframe in which the participant can submit claims for reimbursement for services incurred during the previous plan year. The run-out period applies to both accounts.

### How much should I contribute to my TexFlex Account?

That's up to you. The amount you elect to contribute is unique to your health care and day care situation. Look at what you typically spend each year on out-of-pocket health care and dependent care. Use the decision support tool at [www.TexFlexERS.com](http://www.TexFlexERS.com) to estimate the amount that's right for you.

**Note: TexFlex health care account participants have access to the full contribution amount at the beginning of the plan year.**

### \$500 TexFlex carry over

**Carry over up to \$500 in your health care account to the next plan year!** Now there is less risk of giving up unspent money in your TexFlex health care account, because of the \$500 carry over option.

The \$500 carry over does not apply to the dependent care accounts; they have the 2½-month grace period and will not be able to carry over funds to the next plan year. You will have until December 31, 2017 to submit your claim paperwork for money spent on health care by August 31, 2017 and on dependent care by November 15, 2017.

### How do I enroll?

Enroll in TexFlex during Summer Enrollment. Once you have determined your annual TexFlex contribution, ERS deducts the amount from your pay in equal amounts throughout the year, before taxes.





## How do I use TexFlex? You have options!

- Pay for an eligible expense, log into your ADP account and **upload your claim**.\* ADP reimburses you from your TexFlex account by sending a check or through direct deposit.
- Pay for an eligible expense and **submit a claim by mail**. ADP reimburses you from your TexFlex account by sending a check or through direct deposit.
- Pay for an eligible expense and **submit a claim by fax**. ADP reimburses you from your TexFlex account by sending a check or through direct deposit.
- Pay for the eligible health care expenses **using the TexFlex debit card**.\*\* When you swipe the card at the point of service, the money is automatically deducted from your account. Keep all receipts in case you are asked to provide verification of eligible expenses at a later time. **There is no fee for the card.**

\*Claims must include the appropriate proof of purchase documentation.

\*\*Dependent care account participants cannot use the TexFlex debit card and will need to submit dependent care claims online, by mail or fax for reimbursement.



## Where can I learn more?

Visit [www.TexFlexERS.com](http://www.TexFlexERS.com) for more information about TexFlex, including eligible expense guides and an interactive contribution and tax-savings calculator. Call TexFlex ADP Customer Care toll-free at (844) 884-2364. ADP representatives are available from 7:00 a.m. – 7:00 p.m. CT, Monday – Friday.

## Important terms to know

**Grace period:** Allows an extra 2½-month period after August 31 in which you can incur new claims using the previous plan year funds.

**Carry over:** Health care account funds, up to \$500, that carry over from one plan year to the next. Any amount over \$500 will be forfeited. Does not apply to the dependent care account.

## ADP TexFlex participant support

### Customer Service:

(844) 884-2364 (toll-free)  
Monday - Friday,  
7 a.m. - 7 p.m. CT  
TDD: 711

### Claims Fax:

(866) 643-2219  
(toll-free)

### Mail:

ADP, LLC  
11405 Bluegrass Parkway  
Louisville, KY 40299

### Online:

[www.TexFlexERS.com](http://www.TexFlexERS.com)

### Call ADP about:

- Specific TexFlex account questions
- Claim reimbursement status
- Your TexFlex debit card



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