



# Flexible Benefit Plan Enrollment Form

*Please Print*

Employee Name _____	Social Security # _____ - _____ - _____
Home Address _____	
City _____	State _____ Zip _____
Daytime Telephone _____	Email _____
Employer Name _____	Branch/Location _____
Benefit Plan Year: _____ / _____ / _____ to _____ / _____ / _____	Number of Payroll Deductions: _____
Date of First Deduction: _____ / _____ / _____	Effective Date: _____ / _____ / _____

## Health Care FSA (HCFSA)

I elect \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ for reimbursable medical expenses for the above plan year.  
(per payroll deduction) (# of payroll deductions) (total election)

## Dependent Care FSA (DCFSA)

I elect \$ \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_ for reimbursable dependent care expenses for the above plan year.  
(per payroll deduction) (# of payroll deductions) (total election)

### Waiver

I do not want to participate in the Flexible Benefit Plan (areas listed above). My employer has offered me the opportunity to enroll and I am declining to participate for the above plan year.

I understand that my employer will deduct my election in equal amounts from my paycheck throughout the plan year. If at the end of the plan year the total declared reduction in my compensation exceeds the substantiated expenses, I understand that unused funds may become the property of my employer depending on the provisions of the plan. I also understand that I will have an opportunity to make a new election, if I so desire, prior to the beginning of each subsequent plan year, in accordance with the procedures described in the Plan Document. By affixing my signature below, I certify that I have examined this Agreement and understand and agree to comply with the terms of the plan and applicable code sections of the Flexible Benefit Plan. All amounts listed will be incurred (meaning having a date of service) within the Flexible Benefit Plan Year. I also understand that Diversified Benefit Services, Inc. is not engaged in giving tax or legal advice and that I have consulted with my tax accountant on the appropriateness of the plan for me. I also understand that my monthly Social Security retirement benefit, if I receive one, may be reduced slightly by contributing pre-tax dollars to a Flexible Benefit Plan. Also, by providing an electronic mail address (email), consent is given to receive unencrypted information regarding my FSA reimbursement account, including claims and personal health information, in electronic form at the e-mail address provided.

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