

**GROUP ADMINISTRATORS, LTD.  
FLEXIBLE SPENDING ACCOUNT  
BENEFIT ELECTION & SALARY REDIRECTION AGREEMENT FORM**

Employer Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee SSN: \_\_\_\_\_

Employee Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Effective Date \_\_\_\_\_ Division Number \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Other \_\_\_\_\_

Date of Birth \_\_\_\_\_

Payroll Type:

- Weekly (52 pay periods)
- Bi-weekly (26 pay periods)
- Semi-monthly (24 pay periods)
- Monthly (12 pay periods)

Does the employee or family have other insurance coverage through a second carrier: \_\_\_\_\_

**SALARY REDIRECTION FOR HEALTH CARE PREMIUMS**

In lieu of specified dollar amounts, I hereby elect and authorize any premiums I am obligated to pay, for applicable insurance coverage, for myself and any of my dependents to be deducted from my pay on a BEFORE-TAX basis unless I otherwise direct.

**ELECTION OF MEDICAL REIMBURSEMENTS**

\_\_\_\_\_ I elect to receive medical reimbursements for the plan year.

Payperiod amount \$ \_\_\_\_\_ x number of payperiods \_\_\_\_\_ = annual election \$ \_\_\_\_\_

Reimbursements will be available for "qualifying medical expenses." I agree to notify the Employer if I have any reason to believe that any expense for which I have obtained reimbursement is not a qualifying expense.

If I terminate my employment with the Employer, my contributions and reimbursements shall be subject to the provisions of the Plan Document.

I cannot seek reimbursement from this account for a medical expense which I intend on taking as a deduction on my tax return.

**ELECTION OF DEPENDENT CARE REIMBURSEMENTS**

\_\_\_\_\_ I elect to receive dependent care reimbursement for the year.

Payperiod amount \_\_\_\_\_ x number of payperiods \_\_\_\_\_ = annual election \_\_\_\_\_

Reimbursements will be available for “qualifying dependent care expenses.” I agree to notify the Employer if I have any reason to believe that any expense for which I have obtained reimbursement is not a qualifying expense.

I agree to provide the Administrator with a statement from the service provider that includes the amount of the expense as proof that the expense has been incurred.

I agree to provide the Administrator with the name, address, and if applicable, the taxpayer identification number of the service provider.

I will only be reimbursed for amounts up to the balance in my account at the time of my request.

I cannot claim a dependent care tax credit on amounts I receive as reimbursements under this dependent care assistance program.

**DEPENDENTS INFORMATION (Please provide even if you are not enrolling in dependent care)**

Spouse Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

Dependent Name \_\_\_\_\_ Relationship \_\_\_\_\_ Date of Birth \_\_\_\_\_

**OTHER TERMS AND CONDITIONS**

I understand that:

I cannot change or revoke any of my elections or this compensation reduction agreement at any time during the plan year unless I have a change in family status and it is allowable by my company plan. Change in family status may include, marriage, divorce, death of a spouse or child, birth or adoption of a child, termination or commencement of employment of a spouse, change in my spouse’s employment status from full-time to part time or vice versa, my spouse or I taking an unpaid leave of absence, a substantial change in my spouse’s employer-sponsored health coverage.

Any amounts that are not used during a plan year to provide benefits will be forfeited and may not be paid to me in cash or used to provide benefits specifically for me in a later plan year.

**THIS AGREEMENT IS SUBJECT TO THE TERMS OF THE EMPLOYER’S CAFETERIA PLAN, AS AMENDED FROM TIME TO TIME IN EFFECT, SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH APPLICABLE LAWS, AND REVOKES ANY PRIOR ELECTION AND COMPENSATION REDUCTION AGREEMENT RELATING TO SUCH PLAN.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

Accepted and agreed to by the Employer’s Authorized Representative.

By: \_\_\_\_\_

Date \_\_\_\_\_