

2018-- FLEXIBLE SPENDING ACCOUNT ENROLLMENT FORM

**Jewish Theological Seminary
Office of Human Resources**

↓ FULL NAME (PRINT) ↓	↓ WORK PHONE ↓
↓ HOME ADDRESS, CITY, STATE, ZIP ↓	
↓ Email address, indicate work or home (REQUIRED for direct deposit and year end reminder notifications) ↓	


FLEXIBLE SPENDING ACCOUNTS: I authorize the following payroll deductions each pay period, pretax, for the reimbursement of eligible health and/or dependent care expenses.	
Health Care FSA: Maximum health FSA \$2,650/yr. Minimum health FSA \$240/yr.	\$ _____ annually
Dependent Care FSA: Maximum dependent care FSA \$5,000/yr. (\$2500 if married and filing separate tax returns) Minimum dependent care FSA \$240/yr.	\$ _____ annually
I understand that my Social Security benefits may be somewhat lower since Social Security taxes are not payable on my pretax deductions and/or contributions.	


BANK INFORMATION -- DIRECT DEPOSIT <i>If you are electing direct deposit, please attach a copy of a voided check. Your email address is required for Benefit Analysis (Administrator) to notify you of the deposit.</i>	Check one: <input type="checkbox"/> Savings <input type="checkbox"/> Checking	
↓ COMPLETE ACCOUNT NAME ↓ (Sample: John E. and Mary Jones)	↓ ABA ROUTING NUMBER ↓	↓ ACCOUNT NUMBER ↓
NAME AND ADDRESS OF THE RECEIVING BANK:		
BANK NAME	ADDRESS	CITY, STATE, ZIP


This authorization replaces any previous authorization. I certify that I will comply with all the provisions of the flexible spending account's summary plan description and plan document.


SIGNATURE

DATE

 PLEASE PRINT ALL INFORMATION; remember to keep a copy for your records and return the signed copy to the Office of Human Resources

 Indicate the dollar amount you wish deducted annually.

 Complete the Bank Information section if you would like your reimbursement electronically transferred.

 Complete the email section to receive 1) verification of direct deposit and/or 2) year end reminder statements of account balances

Revised 11/06/2017