

Flexible Spending Account Enrollment
and Compensation Reduction Agreement

HR USE ONLY

Pay Period _____

Beginning Date _____

Group _____

Employer Andrews University

Employee Name _____ Social Security Number _____

Date of Birth _____ Date of Hire _____

Address _____ Home Phone (_____) _____

City _____ State _____ Zip Code _____

Sex: _____ Female _____ Male Marital Status: _____ Single _____ Married

REASON FOR SUBMITTING FORM:

_____ New Enrollment Effective Date: 1/1/2004 (No change will be effective until approved by the Plan.)

_____ Change in Family Status Specific reason for change: _____

REIMBURSEMENT ACCOUNT – *The following elections must be made annually for each benefit year.*

Health Care Reimbursement

_____ I elect to allocate \$_____ (before tax) per year for funding reimbursement of qualified health care expenses NOT covered under my health care plan (up to \$3,000 annually.)

_____ YES _____ NO I wish to have my deductible, co-pays, and/or out-of-pocket expenses automatically reimbursed from the Flexible Spending Account. (Only available with IBA medical coverage and no coordination of benefits.)

_____ I do NOT wish to set aside money in the account for the reimbursement of health care expenses.

Dependent Care Reimbursement

_____ I elect to allocate \$_____ (before tax) per year for funding for reimbursement of qualified dependent care expenses (Up to \$5,000 annually)

_____ I do not wish to set aside money for the reimbursement of dependent care expenses.

AUTHORIZATION AND SIGNATURE: I understand my enrollment in the Andrews University's Flexible Spending Account plan is voluntary. In accordance with my rights under the Plan I elect the benefits indicated above, and I agree that my cash compensation will be reduced by the amounts indicated for each pay period. I understand that I cannot change or revoke any of my election(s) (including an election not to participate) for the plan year. I can change my election for dependent care reimbursement in the event I have a change in family status, as approved by the Plan. Health Care Reimbursement can only be elected or changed at the time of open enrollment. I understand that this agreement or any portion of this agreement will automatically terminate if the Plan is terminated or discontinued. I understand that I cannot seek reimbursement from the account for a qualified medical or dependent care expense that I intend on taking as a deduction or credit on my tax return. I also understand and agree that I forfeit any unused amounts at the end of the plan year.

This Agreement is subject to the terms of the Andrews University's Flexible Spending Account plan, as amended from time to time in effect, and revokes any prior enrollment and compensation reduction agreement relating to such plan.

Signature _____ Date _____