Online enrollment will be held from 11/1 – 11/30/2013, instructions on pages 16-21.
About This Handbook

This handbook is a brief description of the terms of the Plan in common language designed to describe the highlights of the Plan. It is not meant to replace the Plan Document which is on file with the Plan Administrator. If you would like a copy of the Plan Document please request one from your Human Resources Department. The Plan Document governs in the event of any discrepancy between the two documents. Please read this summary carefully so that you understand the provisions of your Plan and the benefits you will receive. If you have any questions, contact your Plan Administrator or Benefit Dynamics as soon as possible. We want you to understand the plan fully prior to enrolling.

What Is A Flexible Benefit Plan?

A Flexible Benefit Plan, also known as Section 125 Plan, is part of a cafeteria plan that allows employees to purchase certain benefits with pre-tax dollars. This plan is put into place to assist in paying for Company Sponsored Group Insurance Premiums as well as allowing you to put aside an elected amount for Flexible Spending Accounts (FSAs). The FSA accounts have two options, the Health Expense Reimbursement Account and the Dependent Daycare Reimbursement Account. These accounts are described in further detail below but whatever amount you elect will be deducted from your pay in equal amounts over the number of pay periods in the Plan Year. Each year you must elect your benefits again (except for Company Sponsored Group Insurance Premiums) and the amount you elect at that time will remain in effect for the entire Plan Year unless you have a qualified change in status (described in more details later in this document).

If you choose to enroll in the Company Sponsored Group Insurance Premiums benefit, your premiums will be deducted from your paycheck and paid directly to the insurance company on your behalf.

If you choose a Flexible Spending Account benefit, you will need to determine at the beginning of each Plan Year (as well as when you first become eligible) how much you will spend for each type of expense. There is a worksheet further in this handbook to assist with this. The amounts you determine will be deducted from your paycheck pre-tax and set aside for reimbursement when expenses are incurred. When eligible expenses are incurred, you simply complete the request for reimbursement form and you will be paid with tax-free dollars from your account. Since you are getting this tax-free benefit, you will not be able to take a tax credit or deduction on your tax return for any expenses reimbursed under this Plan.

How Will The Plan Benefit Me?

You may elect to participate in any of the accounts listed below, and by doing so, will save Federal, State, Social Security and Medicare taxes on every dollar contributed to the plan. For most people in the state of California, that means a savings of 30-40% on every dollar put into this plan. Enrollment in these plans will reduce your reportable income; therefore your Social Security Benefits/Disability may be affected by your election. However, most will find that the tax savings far out-weigh the potential negative impact.
Why Should I Participate?

To pay less in taxes and have more spendable income! The Flexible Benefit Plan allows you to convert many expenses that were previously not deductible into expenses that can be paid with pre-tax dollars. You do this by making pre-tax contributions to the Flexible Benefit Plan. These contributions reduce your gross or taxable income so you pay less in taxes. When you pay for qualifying expenses with money that is now tax-free, the end result is that your spendable income will increase. An example is shown in the table below.

<table>
<thead>
<tr>
<th></th>
<th>Without Flex</th>
<th>With Flex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Base Salary</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>FLEX Contribution</td>
<td>(0.00)</td>
<td>(500.00)</td>
</tr>
<tr>
<td>Adjusted Taxable Income</td>
<td>3,000.00</td>
<td>2,500.00</td>
</tr>
<tr>
<td>Federal Withholding</td>
<td>(342.00)</td>
<td>(267.00)</td>
</tr>
<tr>
<td>State Withholding</td>
<td>(91.00)</td>
<td>(59.00)</td>
</tr>
<tr>
<td>Social Security Tax</td>
<td>(186.00)</td>
<td>(155.00)</td>
</tr>
<tr>
<td>Medicare</td>
<td>(43.50)</td>
<td>(36.25)</td>
</tr>
<tr>
<td>CA SDI</td>
<td>(36.00)</td>
<td>(30.00)</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$2,301.50</td>
<td>$1,952.75</td>
</tr>
<tr>
<td>Expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Company sponsored Insurance Premiums</td>
<td>(50.00)</td>
<td>Paid (FLEX)</td>
</tr>
<tr>
<td>Medical/Dental/Vision</td>
<td>(150.00)</td>
<td>Paid (FLEX)</td>
</tr>
<tr>
<td>Daycare/month</td>
<td>(300.00)</td>
<td>Paid (FLEX)</td>
</tr>
<tr>
<td>Spendable Income</td>
<td>$1,801.50</td>
<td>$1,952.75</td>
</tr>
</tbody>
</table>

Monthly increase in personal spendable income is $151.25.
This translates into an annual take home increase of $1,815.00.
For many of us, this is equivalent to a $2,500 (taxable) annual salary raise.

What Benefits are Available?

Company Sponsored Group Insurance Premiums

Your portion of the premiums for your Company Sponsored Group Insurance, including Medical, Dental and Vision insurance, may be paid with pre-tax dollars through the Flexible Benefits Plan. Note that this is only for premiums paid to a group insurance carrier through your employer. The Flexible Benefit Plan does not cover premiums paid for individual policies, or paid through other employers (i.e. a spouse's employer or COBRA premiums).

If you elect to participate, these premiums will be contributed to the Plan through payroll deductions and paid directly to the insurance company. Since you are not paying taxes on this money, your net cost for insurance will be reduced.

Your payroll deductions will be adjusted automatically for any changes in premiums charged by the insurance company during the Plan Year.
In general, if you participate in the Plan, you cannot change your insurance mid-year and make a corresponding change to the amount being deducted from your paycheck. There are two exceptions to this rule. You may change insurance mid-year if you plan these changes prior to completing your election form and your election form reflects these changes or if you have a qualified change in status (discussed later). Your contributions will cease upon termination of employment or when you become ineligible for the chosen coverage.

Elections for this portion of the plan will roll over from year to year (unlike the health and/or dependent daycare elections), so if you want to make a change you will need to contact your HR department. Except as noted above, any changes to your insurance must be done during your Open Enrollment period before the beginning of each plan year.

**Health Expense Reimbursement**

You may choose to enroll in the Health Expense Reimbursement portion of the FSA for medical, dental and vision expenses incurred while you were an eligible participant during the Plan Year. These are expenses that are not reimbursed by your insurance or any other source and they can be for you, your spouse (as defined by federal, not state, regulations), and your dependents. Expenses for a Domestic Partner or same sex spouse are not eligible unless they are also your tax dependent because this is a federal program. The maximum you can contribute is listed on the attached enrollment form. Expenses are incurred when the health care is provided, not when you pay or are billed for the expense.

Although your employer provides you with health insurance options, chances are it doesn’t cover 100% of your expenses. If you do not participate in the Flexible Benefit Plan, the IRS allows you to itemize your out of pocket health related expenses. However, you will only receive a federal tax credit for any amount in excess of 7.5% of your adjusted gross income. Therefore, for most people this means the Flexible Benefit Plan is a better program.

There is a list of eligible expenses in this handbook. Please refer to this list as well as the Annual Expense Worksheet to help determine how much you should elect for the Plan Year. You will have 90 days from the end of the Plan Year to submit a request for reimbursement of expenses incurred during the Plan Year. Any amount not used and/or claimed will be forfeited back to the Plan. The account cannot be used for ineligible expenses, including those incurred after the Plan Year ends. If your employment terminates mid-year, either voluntarily or involuntarily, your coverage in this plan will terminate as of that date. If you have an unused balance in your Health Expense Reimbursement Account at this time, you will have a right under COBRA to continue your benefits through the end of the Plan Year via after-tax contributions. Your employer will notify you of any COBRA rights you may have.

Remember, if you and/or your spouse contribute or have an employer contribution into a Health Savings Account (HSA), you are not eligible to participate in the Health Expense Reimbursement Plan.

**Dependent Daycare**

You may choose to enroll in a Dependent Daycare FSA for dependent daycare expenses which are incurred in order for you and your spouse (if married) to work. These expenses must be for a dependent child under the age of 13 who lives with you, or for the care of any tax-qualified dependent who lives with you and is physically or mentally incapable of caring for himself. The care can be either inside your home or outside.

In order for you to participate in the daycare account, your daycare provider must be over the age of eighteen, not your dependent, and willing to declare the income. Your dependent must also live with you at least 50% of the calendar year and you may not claim daycare expenses for days when your dependent is not living with you. Your daycare deferrals will not appear as taxable wages on your W-2; however, the amount deducted from your pay is reported in Box 10. You will need to complete Form 2441 with your tax return to report the provider’s name, address, and Tax I.D. number. Additionally, the amount from Box 10 of your W-2 needs to be entered on line 17 of Form 2441.
The maximum amount you may elect to reduce your salary under the Dependent Daycare Plan is equal to the lesser of:

- Your earned income for the Plan Year up to $5,000;
- The actual or deemed earned income of your Spouse for the Plan Year; or
- $2,500 if you are married and filing a separate federal income tax return.

If your Spouse is a full-time student at an educational institution or is physically or mentally incapable of caring for himself or herself, your Spouse shall be deemed to have earned income of not less than $250 per month if you have one Dependent and $500 per month if you have two or more Dependents. (For taxable years beginning after 2012, these amounts will change to $200 and $400, respectively.)

If you elect the Dependent Daycare FSA, you are not entitled to the dependent daycare credit on your tax return for expenses paid through your FSA, but you may receive a tax credit for expenses in excess of the amounts paid through your FSA. Claiming the same amounts in both places is considered “double dipping” and is not permitted. Most of the time money is saved by paying dependent daycare expenses through the Plan rather than taking the credit, especially if you make more than $20,000 in annual household income. Later in this handbook, there is a Section titled “Flex Plan vs. the Federal Daycare Credit” that may help determine which would be most beneficial for you. You may also want to consult your tax professional as each person’s situation is different and it is important to understand which program is better for you and provides the most savings.

Dependent Daycare cannot be reimbursed until the expense has been fully incurred. This means, even if you pay your provider on January 1 for services for the month of January, we will not be able to release reimbursement to you until January 31. We also are only able to reimburse what is currently in your account so if you send in a claim for $500.00 for services in the month of January and you have $208.33 deducted twice a month we will reimburse $416.66 once the January contributions are posted and the full month has passed. The remaining $83.34 will be reimbursed once additional contributions are posted to your account.

Claim Reimbursements

When do I become eligible to participate?

Once you meet the eligibility requirements for our health insurance benefits you automatically qualify to participate in the Flexible Benefit Plan.

How do I enroll in the plan?

Once you are eligible to participate you will have 30 days to complete a salary redirection agreement and return it to your Human Resources representative. Please contact your Human Resources representative for enrollment forms and details on how to begin your payroll deductions. Your enrollment begins the date the form is signed and/or the first day of your eligibility, whichever is later so it is better to complete the form soon. You will not be able to submit expenses incurred prior to the enrollment date.

Who is covered under my plan?

You, your spouse, and anyone who qualifies as your tax dependent at the end of the year as defined by the IRS is eligible to participate in the Plan. They need not be covered under your company sponsored health insurance for you to be able to submit claims for them; in fact they need not be covered by insurance at all. The only requirements are that they be your dependents and incur eligible out-of-pocket expenses. Domestic Partners and same sex spouses are not recognized as spouses by the regulations. They would only qualify if they are your financial dependent. Children up to the age of 26 can be covered under this plan due to Health Care Reform.
What constitutes an "eligible expense"?

1) The expense must be incurred during the current plan year. This means the service was actually provided during the plan year, not that you paid for or were billed for the service during the plan year.

2) The expense must have been incurred during your coverage period, i.e. after you joined the plan, and before you terminate from the plan.

3) The expense must be for eligible services provided to you or one of your eligible tax dependents and the portion claimed must not be reimbursed by any other benefit plan or itemized on any tax return. This means you should only claim the portion of your expense not reimbursed or paid for by insurance.

4) The expense must have been incurred for the diagnosis, cure, or treatment, of a disease, injury, illness, or diagnosed medical condition. General health items are not eligible.

5) The expense must be substantiated with "proof" (i.e., an invoice from an independent third party showing the provider, the date of service, the amount of the expense, the person for whom the service was provided, and any applicable insurance reimbursements). If insurance is in force for the expense incurred, a copy of the insurance explanation of benefits should be included, even if the expense has been applied to the deductible. If the expense is not covered by insurance, you must include a statement of non-insurance. This can be accomplished by simply circling "NO" on the claim form in the area entitled "Insurance Coverage". If an expense is not covered by your insurance and can be considered "dual purpose" we may request a Letter of Medical Necessity from the medical provider.

6) In order for daycare expenses to qualify they must be necessary to allow you and your spouse (if any) to work, look for work, or to go to school full time. If care is provided by a daycare center, the center must comply with all federal and state regulations. If an individual provides care, the provider must be over the age of eighteen and not claimed as a dependent on your tax return. You must provide the Tax Identification Number (T.I.N.) or Social Security Number of your daycare provider to the Internal Revenue Service. The maximum age of a dependent to qualify for daycare is 12 (unless disabled).

How Am I Reimbursed?

Insurance Premium Account
No reimbursement is necessary for the group health insurance premiums. The premium is deducted pre-tax from your paycheck, and paid directly to the insurance carrier. The tax savings will be reflected in your take home pay.

Health Reimbursement Account
When you wish to claim an expense through the Health Reimbursement Account, you should make a copy of the explanation of benefits from your insurance (if insurance coverage is in force), or a detailed receipt from the provider of service (if no insurance is in force). Then, attach that information to a fully completed and signed claim form (Request for Reimbursement) and submit it to Benefit Dynamics for payment. You will receive reimbursement within a few days. You will be reimbursed up to your full annual election at any point during the plan year regardless of the amount you have contributed to date.

Expenses must be submitted within 90 days of the end of the plan year. You should always keep the original claim and submit a copy to us via email to benefits@pensiondynamics.com or via fax at 1-866-320-1931. Reimbursement will be made by direct deposit into your bank account when you submit a completed Direct Deposit Form. Claims can also be submitted online via our website at www.pensiondynamics.com. Once logged in, click Online Claim Entry on the left side of the page.
Dependent Daycare Account

When you wish to claim an expense through the Dependent Daycare Account, you should submit copies of your daycare receipts for reimbursement along with a fully completed and signed claim form (Request for Reimbursement). If no receipt is available you may have your daycare provider indicate dates of service, the provider’s name, and the amount of the expense on a claim form, along with the provider’s signature. If care is provided by an individual, the provider must be over the age of eighteen and not claimed as a dependent on your tax return. You will need to provide their Social Security Number to the Internal Revenue Service when you file your taxes at the end of the year. The age limit for dependent children to qualify for care is 12 (unless disabled).

Expenses must be submitted within 90 days of the end of the plan year. You should always keep the original claim and submit a copy to us via email to benefits@pensiondynamics.com or via fax at 1-866-320-1931. Reimbursement will be made by direct deposit into your bank account when you submit a completed Direct Deposit Form. Claims can also be submitted online via our website at www.pensiondynamics.com. Once logged in, click Online Claim Entry on the left side of the page.

*Please note* that Dependent Care claims are reimbursed differently from Health claims in that you can only be paid what is currently available in your account. Claims that exceed your current account balance will be held in our system, and will be paid out automatically as you continue to have funds redirected from each payroll. Additionally, the I.R.S. prohibits making advance reimbursements, which means you cannot be reimbursed for a daycare expense until after the services have been provided. You cannot be paid for February daycare services in January, even if your provider requires you to pay in advance.

What Happens If I Go On An Unpaid Leave Of Absence or FMLA Leave?

Your election into a Flexible Spending Accounts is based on your commitment to contribute a specific dollar amount over the course of the plan year. If you go on an unpaid leave of absence you will not have spending account deductions taken on the missed pay dates. In order to continue your eligibility through your leave you will need to make up these missed deduction amounts.

You may either “front load” your account (double up on your per pay period contributions) in anticipation of your leave or, if you expect to return to work well in advance of the close of the plan year, you can double up your per pay period contributions after you return to work. If you “front load” your account you will have continuous, uninterrupted coverage during your leave.

If you do not front load your account and plan on returning to work before the close of the plan year, you may choose to make up missed contributions upon your return. Health reimbursements will be suspended during your leave until missed contributions have been made up. Once all required contributions have been made your eligibility will be reinstated retroactively and claims incurred during your leave will be processed.

If you are not returning by the end of the year and you do not front load your account, you can either make the missed deductions on an after-tax basis by sending monthly payments to your employer or your account will be terminated on the effective date of your leave of absence.

These options can be examined in greater detail with your Human Resources representative, or your Client Account Manager at Benefit Dynamics, should the need arise. You will need to complete a Revision Form in order to tell us which option you are selecting. This form is included in this packet.

Specific Guidelines That Must Be Followed

Because the Flexible Benefit Plan is a “qualified” or pre-tax plan, the Internal Revenue Service has some very specific guidelines we must follow to ensure the plan will retain its favorable tax treatment. You should pay close attention to the following:
Annual Elections Are Irrevocable

You may not change your elections or cease participation during the plan year without a qualifying change in family status. If an employee undergoes a qualified family status change, you may make changes to your elections accordingly. For example, if you gain a dependent your medical expenses might increase. In this example you could increase, but not decrease your election. The following is a list of qualifying changes in family status:

- Legal Marital Status
- Gain or loss of a dependent (birth, adoption, death, exceed age limit, etc.)
- Significant change in participant’s employment status or work schedule
- Termination or significant change in participant’s spouse’s employment status
- Significant change in participant’s spouse’s company sponsored benefits/eligibility
- Significant change in cost for daycare expenses (for changing daycare elections only)

Upon the occurrence of one of these qualifying events, you will need to complete a Revision Form and submit it to the Human Resources Department within 30 days of that event. All requests for election changes are subject to approval by the Plan Administrator. This form is included in this packet.

Use It or Lose It

Be conservative when making your election. It is better to reach your maximum election amount early in the year than to have funds left over at the end of the year that you cannot claim. The I.R.S. requires any unused funds in the account at the end of the plan year be turned over to the employer, not the employee who forfeited them. The I.R.S. has very strict guidelines on how these funds can be used by the employer. It is not to anyone’s benefit to have employees forfeit funds. Our plan service provider, Benefit Dynamics, will make every effort to help you “use up” your annual elections but you need to contact them prior to the end of the plan year.

Separation from Service

Regardless of whether you are terminated or voluntarily leave your job, this will result in the termination of your participation in the Flexible Benefit Plan. You cannot submit claims for services rendered after your date of termination even if you have unused funds in your Health Reimbursement Account. However, you can still submit the paperwork for services provided to you prior to your last date of employment and receive reimbursement. If, at the point of termination, you have a positive account balance available in your Health Reimbursement Account, you will be eligible to elect COBRA and continue the benefit through the end of the plan year. (See your Human Resources Department for details on COBRA).

Limitations May Apply To Highly Compensated/Key Employees

Under the Internal Revenue Code, “highly compensated employees” and “key employees” generally are participants who are officers, shareholders, or highly paid as defined by the IRS. You will be notified by the Administrator each Plan Year whether you are a “highly compensated employee” or a “key employee”.

If you are within these categories, the amount of contributions and benefits for you may be limited so that the Plan as a whole does not unfairly favor those who are highly paid, their spouses or their dependents. Plan experience will dictate whether contribution limitations on “highly compensated employees” or “key employees” will apply. You will be notified of these limitations if you are affected. This could happen at any point of the plan year, including the last month. If you have been reimbursed already, you will be responsible for returning the excess deductions back to the plan.
Proof of Expense

There are a number of required items that must be included in every claim, either on the Explanation of Benefits from the Insurance Company, or the itemized bill from the provider:

- Date(s) of service
- Name of provider(s)
- Description of services provided
- Condition requiring treatment (for medical claims)
- Amount of expense and any insurance payments (if applicable)
- Signature of provider on claim form if no receipt is available (for Dependent Daycare claims only)

You will find a list of these criteria at the top of the claim form (Request for Reimbursement).

Please note that you need only show proof that an expense was incurred and any amounts paid by insurance. You are not required to show that you have made payment to the provider. In fact, most payment receipts do not contain sufficient information and are not considered acceptable proof of expense.

Canceled Checks

Canceled checks and credit card receipts are not valid proof of expense. These items are proof of payment but do not have descriptions of services rendered or items purchased. Likewise, they document the date of payment, which may or may not be the same as the actual date services were rendered. Please see the first four items listed under Health Reimbursement Account at the top of your claim form (Request for Reimbursement) for the information required to submit an eligible claim.

Balance Forward Statements

Balance forward statements are not valid proof of expense since they do not show the original date of service or a description of the services provided. Please see the first four items listed under Health Reimbursement Account at the top of your claim form (Request for Reimbursement) for the information required to submit an eligible claim.
**Personal Tax Worksheet**

The first step toward a full appreciation of the opportunity provided by the Flexible Benefit Plan is to gain an understanding of how the government taxes your income. Remember the last time you received what was supposed to be a $100 pay raise? You probably noticed that your take home pay increased by only about $65. The reason the increase was so small compared to your gross wage increase was because the raise was the last $100 of your income and was taxed at the highest rate you pay. This is referred to as your Marginal Tax Rate. In order to calculate how much you would be saving by participating in the flexible spending programs you can calculate it by completing the following form.

**Calculate Your Tax Savings Here:**

<table>
<thead>
<tr>
<th></th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>$___________________</td>
<td>X __________________ % Federal Tax Withholding = $_______________</td>
</tr>
<tr>
<td>Annual Election</td>
<td>X __________________ % State Tax Withholding = $_______________</td>
</tr>
<tr>
<td></td>
<td>X 6.20% FICA Tax Withholding = $_______________</td>
</tr>
<tr>
<td></td>
<td>X 1.45% Medicare Withholding = $_______________</td>
</tr>
<tr>
<td></td>
<td>X 1.20% CA SDI Withholding = $_______________</td>
</tr>
<tr>
<td></td>
<td>TOTAL ESTIMATED TAX SAVINGS = $_______________</td>
</tr>
</tbody>
</table>

This is only an estimate of your tax savings. Your spouse’s income, the graduated federal tax system, as well as other factors will affect your actual savings.

**Flex Plan vs. the Federal Dependent Care Credit**

Each family’s daycare situation varies and it is a good idea to look at both options carefully to make sure you are saving the maximum for your particular situation. The Dependent Care Tax Credit was enhanced in 2003, without a corresponding increase to the amount available under the Dependent Daycare Reimbursement Account. Therefore it is important that you complete the following worksheet to help you decide which method will be most beneficial for you. This is only an estimate; the following figures are subject to change. Please see your tax consultant for advice on your individual tax situation.

**Dependent Care Credit Percentage (for 2013 and Subsequent Years)**

<table>
<thead>
<tr>
<th>Adj. Gross Income</th>
<th>%</th>
<th>Adj. Gross Income</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 -- $10,000</td>
<td>30%</td>
<td>$20,000 -- $22,000</td>
<td>24%</td>
</tr>
<tr>
<td>$10,000 -- $12,000</td>
<td>29%</td>
<td>$22,000 -- $24,000</td>
<td>23%</td>
</tr>
<tr>
<td>$12,000 -- $14,000</td>
<td>28%</td>
<td>$24,000 -- $26,000</td>
<td>22%</td>
</tr>
<tr>
<td>$14,000 -- $16,000</td>
<td>27%</td>
<td>$26,000 -- $28,000</td>
<td>21%</td>
</tr>
<tr>
<td>$16,000 -- $18,000</td>
<td>26%</td>
<td>$28,000 +</td>
<td>20%</td>
</tr>
<tr>
<td>$18,000 -- $20,000</td>
<td>25%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Federal Dependent Care Credit

*Maximum allowable expense is $3000 for one child or $6000 for 2 or more children.

*Estimated Annual Expenditure \( \times \) Your Marginal Tax Rate % \( = \) Tax Credit Amount
(use table above)

Flexible Benefit Plan

Maximum allowable expense is $5000 regardless of number of children.

*Estimated Annual Expenditure \( \times \) Your Marginal Tax Rate % \( = \) Approx. Tax Savings
(use table on previous page)

Compare the “Federal Dependent Care Credit” amount to the “Approximate Tax Savings” you would receive from using the Dependent Daycare portion of the Flexible Benefit Plan. The method which results in the highest amount will be most beneficial for you.

Eligible Expenses for Your Dependent Daycare Account

The following list identifies eligible dependent daycare related expenses as defined by the Internal Revenue Service. These expenses are eligible for reimbursement through your Dependent Daycare Account provided they are incurred by your eligible dependents during the plan year, are for both you and your spouse (if applicable) to work, and have not been reimbursed through any other benefit plan. You can also see a more comprehensive list on our website at www.PensionDynamics.com. Click on Forms in the upper right hand corner and then Dependent Daycare List on the left-hand side of the next screen. You will be required to enter the access code which is: list.

- After-school care or extended day programs (supervised activities for children after the regular school program that are not educational in nature)
- Before-school care or extended day programs (supervised activities for children after the regular school program that are not educational in nature)
- Day Camp
- Preschool

The Following Expenses Are NOT ELIGIBLE: This is not meant to be a comprehensive list but rather a list of ineligible items commonly submitted for reimbursement.
- Classes (music, dance, swimming, etc.). Such classes are primarily educational in nature.
- Kindergarten
- Overnight Camps
- Lessons (Music, dance, swimming, etc.)
**Annual Expenses Worksheet**

This worksheet will help you estimate your annual health and dependent care costs. Check the following list to identify expenses that pertain to you. This list is not intended to be comprehensive, but it contains some of the more common health and dependent care expenses. Please refer to the list of eligible expenses for your Health Reimbursement Account for additional qualifying expenses. Remember to be conservative when calculating your election and list only expenses not covered by your insurance.

<table>
<thead>
<tr>
<th>Qualifying Daycare Expenses</th>
<th>Estimated Annual Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts paid to a daycare center</td>
<td>$</td>
</tr>
<tr>
<td>Amounts paid for daycare inside your home</td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifying Health Expenses</th>
<th>Estimated Annual Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-payments and deductibles</td>
<td>$</td>
</tr>
<tr>
<td>Mental health counseling</td>
<td>$</td>
</tr>
<tr>
<td>Chiropractic and acupuncture</td>
<td>$</td>
</tr>
<tr>
<td>Prescription drugs</td>
<td>$</td>
</tr>
<tr>
<td>Over-the-counter drugs and medications*</td>
<td>$</td>
</tr>
<tr>
<td>Laboratory fees, annual check-ups</td>
<td>$</td>
</tr>
<tr>
<td>X-rays, hospital services</td>
<td>$</td>
</tr>
<tr>
<td>Orthodontia</td>
<td>$</td>
</tr>
<tr>
<td>Prescription glasses, eye exams, contacts</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

| **Total Annual Expenses**                               | $                        |

**Note:** Qualifying expenses under Code Section 125 are different from those listed in I.R.S. Publication 502. Please consult your Client Account Manager at Benefit Dynamics if you have any question as to what constitutes an eligible expense.

*Over-The-Counter Drugs and Medications only qualify for reimbursement under a Flexible Benefit Plan if they are primarily used for the treatment of a medical condition, injury, or illness. Prescriptions will be required due to Health Care Reform.
Eligible Expenses for Your Health Reimbursement Account

The following list identifies eligible medical, dental, and vision related expenses as defined by the Internal Revenue Service. These expenses are eligible for reimbursement through your Health Reimbursement Account provided they are incurred by you and/or your dependents during the plan year, are not covered by your insurance, and have not been reimbursed through any other benefit plan. You can also see a more comprehensive list on our website at www.PensionDynamics.com. Click on Forms in the upper right hand corner and then Medical Expense List on the left-hand side of the next screen. You will be required to enter the access code which is: list.

- Alcoholism and drug addiction treatment
- Ambulance transportation
- Artificial limbs and teeth
- Birth control/ contraceptives
- Braces (wrist, knee, etc.)
- Contact lenses and solution (See Stockpiling)
- Deductibles (medical insurance)
- Dental Implants & dental treatments (excluding cosmetic procedures)
- Eye examination
- Eyeglasses (corrective lenses)
- Fees to doctors and hospitals including:
  - Anesthesiologist
  - Ophthalmologist
  - Chiropractor
  - Optometrist
  - Clinic
  - Osteopath, licensed
  - Dermatologist (1)
  - Practical Nurse
  - Gynecologist
  - Psychiatrist/ Psychologist
  - Midwife
  - Neurologist
- Hearing aids and batteries (including upkeep and maintenance)
- Infertility treatment
- Insulin and related supplies
- Laboratory fees
- Laser/Lasik eye surgery
- Mentally challenged (special tutoring/care of)
- Nursing care
- Office visit copayments (for medical appointments)
- Orthodontia (Note 2)
- Oxygen equipment
- Physical therapy
- Pregnancy tests
- Prescription drugs and medicines
- Radial Keratotomy / Orthokeratology
- Sterilization
- Support or corrective devices (i.e. orthopedic shoes)
- Surgery (excluding cosmetic procedures)
- Transportation expenses for medical care (mileage, parking, tolls, bus, taxi)
- Wheelchair / crutches
- X-rays

The Following Expenses are considered DUAL PURPOSE. These items are only covered with a diagnosis code from a medical professional. This is not meant to be a comprehensive list but rather a list of items commonly submitted for reimbursement.
- Capital expenses primarily for medical purposes (to the extent the value of your home is not increased)
- Massage
- Over-the-counter drugs and medications including vitamins and supplements (Note 3)
- Psychotherapy
- Smoking cessation programs and related drugs
- Weight loss programs

The Following Expenses Are NOT ELIGIBLE: This is not meant to be a comprehensive list but rather a list of ineligible items commonly submitted for reimbursement.
- COBRA payments
- Cosmetics / toiletries
- Cosmetic surgery / procedures
- Dental supplies including toothbrushes
- Electrolysis / hair loss treatments / Rogaine
- Insurance premiums
- Multi-vitamins
- Teeth bleaching (cosmetic)
- Tinted clips for prescription eyewear

NOTE: Stockpiling is NOT permitted. No more than TWO formulations of the same OTC will be reimbursed in any given month.

Note 1: Services cannot be cosmetic and a diagnosis is required.

Note 2: Please contact Benefit Dynamics for information on how to submit Orthodontia claims.

Note 3: Due to Health Care Reform a prescription is required for all over-the-counter drugs and medications. They must be purchased for the treatment of a medical condition, illness or injury. A diagnosis is required.
Glossary of Terms

Annual Election

The amount of money you wish to redirect to the Flex Plan annually. For example, if you contribute $25 each pay period for 24 pay periods, your annual election would be $600.

Contribution Amount

The amount redirected from each paycheck into a Flexible Benefit Plan Account.

Date of Service

This refers to the date the service was incurred. The I.R.S. considers an expense incurred when the services are provided, not when you are billed or pay for the service. The advantage of this is that you can be reimbursed before you actually pay your doctor.

Explanation of Benefits (E.O.B.)

When you, or your provider, submit expenses to your insurance company for payment, you receive an E.O.B. detailing what portion of the expenses was covered and what portion is your responsibility. The E.O.B. should be submitted with your claim whenever insurance coverage is in force.

Family Status Changes

You may not change your elections or cease participation during the plan year without a qualifying change in family status. If an employee undergoes one of the following family status changes, they may make changes to their elections only in accordance with the family status change. For example, if you gain a dependent your medical expenses might increase. In this example you could increase, but not decrease your election. The following is a list of qualifying changes in family status:

- Legal marital status
- Gain or loss of a dependent (birth, adoption, death, exceed age limit, etc.)
- Significant change in participant’s employment status or work schedule
- Termination or significant change in participant's spouse’s employment status
- Significant change in participant's spouse's company sponsored benefits/eligibility

Final Claim Submission “Run-Out” Period

There is a 90-day “run-out” period after the close of the plan year during which you may continue to submit the paperwork for services provided to you during the plan year. We understand that it can be difficult to obtain information from insurance companies in a timely manner for procedures performed toward the end of the year and we make every effort to work with you to get all of your claims submitted before we close the plan year.

Itemized Bills from Your Provider

If you do not have insurance coverage for a particular expense, be sure to circle “NO” where indicated on the claim form. An itemized bill can then be used as proof of expense provided it includes all of the required items listed under “Proof of Expense.” Balance forward statements are not acceptable.

Plan Service Provider

We have appointed Benefit Dynamics, a division of Pension Dynamics Corporation, as our Plan Service Provider for this benefit plan. They will assist us in the administration of this plan in accordance with the regulations set forth by the IRS.

Plan Year

Each plan year is separate and only expenses incurred during the current plan year can be reimbursed from your current account. Unused funds cannot be rolled over to the next plan year.

Peralta Community College District has set up this plan to run from 01/01 – 12/31.
Point Of Service Receipt

Often you will not receive an explanation of benefits if you have HMO coverage for your medical services. In this case you should get a hand-written receipt from your doctor’s office, at the time services are rendered, showing the date of service and your co-payment amount.

Provider of Service

The person(s) or institution (company) which provided the actual service (i.e.... Lens Crafters, UCSF Med. Center, Dr. Smith, etc.)

Proof of Expense

There are a number of required items that must be included in every claim, whether on the Explanation of Benefits from the Insurance Company or the itemized bill from the provider:

- Name of patient
- Date(s) of service
- Name of provider(s)
- Description of services provided
- Condition requiring treatment (for Medical claims only)
- Amount of expense and any insurance payments (if applicable)
- Signature of provider on claim form if no receipt is available (for Dependent Daycare claims only)

[You will find a list of these criteria at the top of any claim form (Request for Reimbursement)].

Please note that you need only show proof that an expense was incurred (and any amounts paid by insurance) not that you have made payment to the provider. In fact, most payment receipts do not contain sufficient information and are not considered to be acceptable proof of expense.

Attachments:

- Online Enrollment Instructions
- Website Log On Instructions
- Direct Deposit Form
- Request for Reimbursement Form
- Letter of Medical Necessity
- Revision Form
Online Enrollment Instructions (Please note that Internet Explorer is required)

1. In your browser’s address field, copy and paste this link:  https://www.pensiondynamics.com/flexLogin.htm

2. Enter your User ID and Password, then click Log in. If you have not already registered for our website, instructions for registration are at the end of these online enrollment instructions.

3. Select the “Employee for [Company Name], then click on the Select Role button.

4. Click on Enrollment in the yellow section on the left of your screen

5. Step 1 Click on “Update your Personal Information” to review and, if necessary, update your mailing address and/or email address and Click Next.
6. **Step 2** Click on “Cafeteria Accounts Enrollment” to enter your new enrollment information for the upcoming year.
7. Enter the amount you wish to elect for the appropriate benefit and click Next.

8. You will get the following confirmation page. If it is correct, click the Finish button.
9. You will be asked if you would like to print your Cafeteria Accounts Enrollment Verification. Click OK.

10. When the Enrollment Confirmation Statement screen appears, print the Statement, sign and date it and return it to us. Mailing and fax information is on the form.
Enrollment Confirmation Statement

Employee: Sara Powell
Employer: Pension Dynamics Corp.

Plan Year Ending: 12/31/2010
Date of Change: 11/6/2009
Time of Change: 4:21:42 PM CST

Please print this form as proof of your Online Enrollment. Your Plan Administrator may require you to sign and Fax this confirmation to the number listed below. If you do not have a fax available, then you can mail this confirmation to the address listed below.

Please mail to: Or Fax to:

Pension Dynamics Corp. 925-956-0534
2300 Contra Costa Blvd.
Suite 400
Pleasant Hill, CA 94523

<table>
<thead>
<tr>
<th>Benefit Elected</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPENDENT CARE</td>
<td>Not Elected</td>
</tr>
<tr>
<td>MEDICAL REIMBURSEMENT</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

I, Sara Powell, hereby authorize and direct my employer to reduce my salary in the amount necessary to pay for the coverages shown above. Such reductions, considered as benefit elective contributions under the plan, will start with my first paycheck dated after the effective date of the next plan year and will continue for each pay period until this agreement is amended or terminated. I further authorize future adjustments in the amount of my salary reductions for the benefit(s) elected in the event of changes in the cost of coverage in any program selected above. I also understand that the purpose of this program is to allow employees to

If you have any questions do not hesitate to call us at 925-956-0514 or send an email to benefits@pensiondynamics.com.
Web Site Registration and Login Instructions:

1. Go to www.PensionDynamics.com (Internet Explorer Required)
2. Click the LOGIN button (upper right corner of home page)
3. Click on FLEX (Center of screen in a pop up window that will appear)
4. Click on REGISTER (Below login boxes)
5. Click on PENSION DYNAMICS CORP. TEMPORARY LOGIN ID & EMPLOYER CODE

Follow the instructions on the registration page:

6. Enter your SSN (no dashes or spaces) in the Login ID field.
7. Enter your Employer Code (84641082) in the Employer Code field and click CONTINUE.
8. Enter a login ID of your choice that is at least 6 but not more than 100 characters in length. Note: Since Social Security Numbers are no longer used as the login ID, the login ID you create may not be 9 characters in length.
9. Enter an e-mail address to be used to receive e-mails re: forgotten passwords.
10. Enter a secret question or use a predefined secret question to prompt your memory of your password.
11. Enter the answer to the secret question.
12. Click SUBMIT.
13. Click the continue link.
15. Re-enter the password in the Confirm New Password field.
16. Click CHANGE PASSWORD.
17. You are now logged on to the Benefit Dynamics web page powered by myRSC.

If you have any questions, please call (925) 956-0514 or e-mail us at Benefits@PensionDynamics.com
Benefit Dynamics
Direct Deposit Authorization Form

Employer Name: Peralta Community College District

Employee Name: ____________________________ Social Security #: __xxx-xx-_____ 

Daytime Phone Number: ____________________________ Email (required): ____________________________

Please check the appropriate item:  Initiate Direct Deposit ___  Change Account ___  Cancel Direct Deposit ___

Bank Information

Account Number: ____________  Type of Account (check one):  Checking ____  Savings _____

Nine Digit Routing Number: ________________  Bank Name ____________________________

I ACKNOWLEDGE THE FOLLOWING:

1. I must include a copy of a voided check in order for direct deposit to be established. Deposits slips cannot be accepted as the routing numbers are often different on these slips.
2. My financial institution can receive transactions via electronic transfer and the bank information provided can serve this purpose.
3. I authorize Pension Dynamics Corporation to initiate electronic credit entries and, if necessary, debit entries to reverse erroneous credits to the above account, and to allow the financial institution indicated above to credit and / or debit the same to such account.
4. Direct deposit of my reimbursement accounts shall commence within 2 (two) weeks of receipt of this form. This direct deposit will be for all reimbursement accounts that I have established with Benefit Dynamics.
5. My direct deposit may be terminated by any of the following: an online or written cancellation request submitted by me (when allowed by my employer), a failed bank transmittal due to incorrect bank information, or cancellation of direct deposit by my employer.
6. I understand that I must notify Benefit Dynamics immediately if I make any changes in my banking situation. Not doing so can delay my payment greatly.
7. I will not assume payment has been made to my bank account at any time. I am solely responsible for checking with my bank as to the deposit amount and date of direct deposits made. I am also responsible for any fees my bank may charge for direct deposits.

I hereby acknowledge that I understand the information on this form and authorize Pension Dynamics Corporation to complete my request as indicated:

Employee Signature: ____________________________  Date: __________

Please send to:
Email: Benefits@pensiondynamics.com
Fax: 1-866-320-1931
Flexible Benefit Plan Claim Instructions

Tips for Completing the Request for Reimbursement Form

- Fill out each section completely. Incomplete forms cannot be processed.
- Type or write legibly.
- Don’t forget to sign your form. It is the employee who is participating in the plan who needs to sign the form, not their spouse or and other dependent covered under the plan.
- Insurance Coverage: If insurance is paying ANY portion of the services that you are requesting reimbursement for, please circle YES. If you do not have insurance or if this item is not covered by your insurance, please circle NO.

Things to Include with your Request for Reimbursement Form

- All Health substantiation must include:
  - Name of patient (you, your spouse or tax dependent) incurring the expense
  - The date services were provided or the date the item was purchased
  - Service Provider or Merchant Name
  - Description of Service/Purchase
  - Amount of Service/Purchase
- An Explanation of Benefits (EOB) is recommended. If you have insurance coverage that is covering a portion of the services the EOB is sometimes required.
- All Dependent Daycare substantiation must include the following:
  - Dates of Service
  - Dependent Name
  - Care Provider’s Name
  - Provider’s Tax ID or SSN
  - Amount of Claim

If your provider does not provide receipts they can sign the claim form in the Provider Signature area verifying that what is on the claim is accurate.
- Cancelled checks, credit card receipts, and statements including “Previous Balance”, “Balance Forward, or “Paid on Account” are NOT acceptable as they do not contain all of the required information.
- Handwritten statements must be on provider’s letterhead or have a provider stamp containing their information.
- Do NOT use a highlighter to highlight items or dollar amounts on substantiation.

Reminders for Submitting your Request for Reimbursement:

- Retain the original of all requests including the substantiation, sending us a copy of the documents only. Benefit Dynamics cannot be responsible for providing copies.
- Please allow 2 business days for your claim to be processed. Payments are not able to be issued until services have been incurred in full.
- If your claim is denied, you will receive a written statement explaining why the item could not be processed. If we need further information, the denial letter will state what you can do in order to have your item reprocessed.
- Do NOT combine your claim with your co-workers claim. It will cause a delay in processing and may not be processed at all.
- If possible scan your Request for Reimbursement and all substantiation and email the documents to us at Benefits@PensionDynamics.com. This is the preferred method of claim submission as you will get a personal response back stating your claim was received.
- You may also Fax your Request for Reimbursement to 1-866-320-1931
- If you mail your Request for Reimbursement please be sure to send only copies, not originals, to: Benefit Dynamics, 2300 Contra Costa Blvd, Ste 400, Pleasant Hill, CA 94523-3987.

Benefit Dynamics Customer Service

- The best way to check your claim status is to log into your account online at www.pensiondynamics.com. If you have not registered for an account yet please contact us for log on instructions including your temporary user ID and Employer Code. The website is available 24/7 and a great resource once you have registered. Customer Service is available at 925-956-0514 from 8 AM – 5 PM PST, Monday – Friday. You can also email us at Benefits@PensionDynamics.com. Please include your name and your employer name on any correspondence sent to us but do not include confidential information such as your Social Security Number.
# Request for Reimbursement Form

**FAILURE TO COMPLETE THIS FORM IN FULL MAY DELAY PAYMENT**

## SECTION A – EMPLOYEE DATA (PLEASE PRINT)

Peralta Community College District

<table>
<thead>
<tr>
<th>Last 4 Digits of SSN:</th>
<th>Name:</th>
<th>Daytime Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX-XX-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## SECTION B – CLAIM ENTRY - PLEASE BE SURE ALL INFORMATION IS ENTERED.

1. Attach copy of Explanation of Benefits (EOB's) for deductible and coinsurance reimbursement requests.
2. Attach itemized bills for expenses not covered by medical/dental insurance. Itemized bills must include the date of service, provider’s name, services provided, “condition being treated” and amount of expense.
3. Please contact Benefit Dynamics with information on how to submit Orthodontia claims.

<table>
<thead>
<tr>
<th>Provider / Vendor</th>
<th>Name of dependent who incurred the expense</th>
<th>Date(s) of Service</th>
<th>Insurance Coverage</th>
<th>Requested Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NO</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NO</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NO</td>
<td>$_________</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NO</td>
<td>$_________</td>
</tr>
</tbody>
</table>

If you need additional space to list expenses please use another form.

**TOTAL $_________**

## SECTION C - DISCLOSURE. PLEASE READ AND SIGN BELOW

I certify the above expenses qualify for reimbursement under the terms of the Flexible Benefit Plan. I specifically state that the expenses listed have been incurred for the benefit of me and/or my eligible dependents. I have attached acceptable proof of expense to this form. I certify that the above is correct and complete and that all out-of-pocket expenses reimbursed to me under this program will not be deducted on my, or my spouse’s personal tax return or be reimbursed to me or my dependents by any other means.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Employee Signature:</th>
</tr>
</thead>
</table>

Attach proof of expense and send completed form to:

**BENEFIT DYNAMICS**

Fax: (866) 320-1931
Email: Benefits@PensionDynamics.com
Letter of Medical Necessity for your Flexible Benefit Plan

SECTION A – EMPLOYEE DATA (PLEASE PRINT OR TYPE)

Peralta Community College District

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Patient Name:</th>
<th>Home Phone:</th>
</tr>
</thead>
</table>

SECTION B – ATTENDING PHYSICIAN TO COMPLETE

Detailed explanation of diagnosed medical condition being treated:

Recommended treatment: Specific item and/or treatment being recommended including frequency and dosage.

Duration of treatment: ** Please note that this letter is valid only for the current plan year. Ongoing treatment will require a new letter every plan year.

SECTION C - DISCLOSURE

The treatment listed above is medically necessary to treat the specific medical condition. This treatment is not for General Health and/or cosmetic purposes.

Date: Attending Physician Signature:

Physician’s Name, Address and Phone Number (Please print or Stamp):

PLEASE FORWARD COMPLETED FORM TO:

BENEFIT DYNAMICS
Email: Benefits@PensionDynamics.com
Fax (866)-320-1931

NOTE: You will also need to submit a fully completed Request for Reimbursement Form along with the proper substantiation for the items/services listed above. Over the Counter (OTC) Drugs and Medications will need a prescription on the provider’s Rx pad in order to be accepted under new regulations.
Peralta Community College District FLEXIBLE BENEFIT PLAN
REVISION FORM

Employee Name: ______________________ Social Security Number: XXX-XX-__________

Employer to Complete

_____ Termination of Employment

Date of termination ________________ Date of final contribution ________________

COBRA Health Reimbursement Account? YES________ NO________

Employee to complete:

Please use this form to notify us of any changes that may affect your participation in the Flexible Benefit Plan. You need to complete the form and return it to Peralta Community College District's personnel office within 30 days of your qualifying event.

[Check Applicable Item]

Date of Qualifying Event: __________

_____ Changed name to: ______________________________________________________________

_____ Changed address to: ______________________________________________________________

_____ Qualifying Family Status Change:

_____ Marriage ______ Legal Separation

_____ Divorce ______ Death of Spouse

_____ Addition of a dependent(s) to coverage *

_____ Loss of a dependent(s) from coverage*

*Please list affected dependents DOB

__________________________________
__________________________________

_____ Change in Employment Status That Affects Eligibility

_____ Significant change in my employment status (please explain below)

_____ Significant change in my spouse's employment status (please explain below)

_____ Significant change in my spouse's company sponsored benefits.

Please explain: ________________________________________________________________

__________________________________

_____ Significant Change to Cost for Dependent Daycare Expenses

Please explain: ________________________________________________________________
Change of Election

Your change in status may qualify you to change your coverage election. Changes cannot be retroactive, must be in accordance with your family status change, and are subject to approval. Please indicate the change in your Coverage Elections below.

Miscellaneous Health  From $_________ to $_________ per pay period.
Dependent Daycare  From $_________ to $_________ per pay period.

NOTE: Any change to your election will mean a new period of coverage. This means that if you change your election amount to zero ($0.00) per pay period, your coverage will be terminated and qualifying expenses incurred after the pay date of first new deduction amount is effective are not eligible for reimbursement.

Date of Qualifying Event  ______________  Pay Date of First New Deduction Amount  ______________

Leave Of Absence

I would like to:

☐ Have additional deductions taken prior to the commencement of my leave of absence sufficient to make up for the anticipated missed deductions.

☐ Have additional deductions taken upon returning from my leave of absence sufficient to make up for the missed deductions.

☐ Continue contributing to the spending accounts on an after-tax basis.

☐ Terminate my participation in the spending account portion of the plan as of the date my leave of absence commences, with the understanding that expenses incurred during my leave will not be reimbursable and that no further payroll deductions will be taken for the remainder of the year.

Date of Commencement of Leave  ______________  Date of Anticipated Return  ______________

Return from Leave

Having previously elected to terminate my participation in the spending account portion of the plan upon commencement of my leave of absence, I would now like to be reinstated in the plan and understand that this election is from this point forward and that services provided to me during my leave of absence will not be eligible for reimbursement. I further understand that my available annual election will be prorated for the period during my leave for which no deductions were taken and reduced by any reimbursements that have previously been paid.

EMPLOYEE STATEMENT:

I understand that I may be required to provide the appropriate documentation for any of the changes that I have checked above. The status and participation changes must comply with Peralta Community College District’s written plan document and the Plan Administrator has sole discretion to make this determination. If my change in participation is denied, I will have 60 days to appeal the decision.

I hereby elect the change(s) noted on this form and attest that the change(s) is made on account of, and conforms with, the change in status or change in cost or coverage event as indicated.

Employee Signature: __________________________________________  Date____________________

Employer Representative Signature: __________________________________________  Date____________________

Requested Change Of Status Is Hereby: Approved _______  Denied _______  By: _____________________

Please forward completed form to:
BENEFIT DYNAMICS
Fax: 1-866-320-1931
E-mail: Benefits@PensionDynamics.com
Online Claim Entry Submission

Go to https://pensiondynamics.com

Log into your Flex account by clicking on Login in the upper right hand corner.

Click Flex and enter your Login ID and Password. (If you have not accessed your account online information was included in your open enrollment packet with how to register for the website. However, if you need further help please email benefits@pensiondynamics.com.)

Click the “Online Claims Entry” link or the icon.

Click “Start New Claim Form.”

Select the type of claim you wish to enter.

You may choose to “Submit Online” or “Fax.”

Choosing to “Submit Online” allows you to upload the receipt in the form of a pdf document, bmp, gif, png, or jpg file.

- If you choose to “Submit Online” you will not have to print and fax.
- You can still choose to print and fax the forms by selecting the “Fax” option.
To upload the receipt, click browse, locate the pdf, bmp, gif, png or jpg file. All claims will require a receipt to be uploaded so please be aware that:

- Dependent Daycare claims can be submitted with a provider’s signature instead of submitting a receipt however we currently do not have a way for the provider to sign electronically. If you are not able to provide a receipt containing all of the needed information, you will need to submit this form via fax. The form can still be completed online, it would just be printed, signed by the provider and then faxed to us once completed.

Click “OK” when asked to verify the upload.

You can click the “View” link to view the file you uploaded and make sure it is readable.

Complete the claim fields and click “Save the Claim.” You cannot save unless you have attached a receipt, if you have selected “Submit Online.”

You can continue to enter claims and upload/attach receipts until you click “Submit the Claim Form Online.”

You will receive an email, if you have selected to receive emails, notifying you the claim has been received by your TPA.