

Flexible Spending Accounts (FSA) offer many benefits to employees by providing a simple way to gain tax savings. Participating in an FSA allows you to contribute, on a pre-tax basis through payroll deduction, to a health care and/or dependent care account. When you incur eligible expenses, as outlined by the IRS, you may then request reimbursement from your account(s). The reimbursements you receive from these accounts remain tax-free when they are paid to you.

It is against IRS regulations to refund any contributions allocated to an FSA. Participants will have an *extension* of time in which to use the funds allocated to their accounts, which means that contributions for which eligible expenses were not incurred by December 31, 2010 will not have to be forfeited. You can continue to incur eligible expenses through February 28, 2011 and submit them by March 31, 2011 before you have to forfeit any account contributions. If any money remains in your account after March 31, 2011 it will be forfeited.

## Health Care FSA

Use this worksheet to estimate eligible health care expenses that you and your qualifying dependents may incur during the 2010<sup>1</sup> plan year (January 1 – December 31, 2010). This list is not all-inclusive of eligible expenses but contains some of the most common ones.

Annual Family Health Care Expenses <sup>2</sup>	Estimate for 2010 <sup>1</sup>	Amount Paid in 2009
Medical expenses (office visits, emergency or urgent care, surgery, lab work, therapy)	\$ _____	\$ _____
Prescription drug expenses (copayments for home delivery or coinsurance for retail prescriptions)	\$ _____	\$ _____
Over-the-Counter (OTC) medications (refer to the listing of OTC eligible expenses) <sup>2</sup>	\$ _____	\$ _____
Vision care expenses (exams, lenses, frames, contact lenses)	\$ _____	\$ _____
Dental/orthodontia expenses (braces, cleanings, fillings, dentures, extractions)	\$ _____	\$ _____
Hearing care expenses (exams, hearing aids)	\$ _____	\$ _____
Braille books and magazines, specialized telephones or televisions for the hearing or sight impaired (additional cost above regular cost for item)	\$ _____	\$ _____
Tuition fees to a special school for a child with learning disabilities	\$ _____	\$ _____
Certain other eligible health care expenses that may not be covered by insurance (wheelchair purchase and maintenance, transportation costs essential to medical care, drug/alcohol treatment programs, guide dog, lead paint removal, nursing services, medically necessary weight loss programs)	\$ _____	\$ _____
<b>Total: Use as a contribution-level guideline for 2010<sup>1</sup></b> Contribution limits: \$100 – \$5,000	<b>\$ _____</b>	<b>\$ _____</b>

## Dependent Care FSA

Use this worksheet to estimate your eligible child and dependent care expenses during the 2010<sup>1</sup> plan year (January 1 – December 31, 2010). This is not an all-inclusive listing of eligible expenses but contains some of the most common ones.

Annual Dependent Care Expenses <sup>2</sup>	Estimate for 2010 <sup>1</sup>	Amount Paid in 2009
Dependent care center fees (qualifying child or adult day care)	\$ _____	\$ _____
Nursery school fees (excluding Kindergarten)	\$ _____	\$ _____
Before-/After-school care (LatchKey)	\$ _____	\$ _____
Private sitter (for expenses incurred while you, and spouse if married, work)	\$ _____	\$ _____
Certain other eligible dependent care expenses	\$ _____	\$ _____
<b>Total: Use as a contribution-level guideline for 2010<sup>2</sup></b> Contribution limits: \$250 – \$5,000	<b>\$ _____</b>	<b>\$ _____</b>

<sup>1</sup> Through the university's extended plan year, you have until February 28, 2011, to incur expenses and be reimbursed from your 2010 accounts. While your 2010 FSA contributions end on December 31, 2010, a 14-month *claim period* gives you extra time to use your funds. Visit [hr.osu.edu/oe](http://hr.osu.edu/oe), click on "Plan Information," follow the link to "Flexible Spending Accounts" for additional information.

<sup>2</sup> For more information on eligible expenses, visit [hr.osu.edu/oe](http://hr.osu.edu/oe), click on "Plan Information," and follow the links.