



# EMPLOYEE ENROLLMENT FORM

## Flexible Spending Account (FSA)

Please sign, date, and complete each line on the enrollment form. Enter zero (0) where no amount is being elected.

**THIS IS AN ANNUAL ELECTION! Email the completed and signed form to The Office of Risk Management for processing by 5:00 pm on 10.28.2021. [CCSelfFundedOpenEnrollment@ClarkCountyNV.gov](mailto:CCSelfFundedOpenEnrollment@ClarkCountyNV.gov)**

<b>For Employer to complete where applicable:</b>	
Employer Name: <u>Clark County</u>	Employer TASC ID # _____
PRNR _____	Employer Department _____
Participant Plan Effective Date <u>1/1/2022</u>	First Payroll Date _____

### INDIVIDUAL/PARTICIPANT INFORMATION

First Name:		MI:		Last Name:		
TASC ID # (if known):		Email Address <sup>1</sup> :				
Primary Phone #:		Mobile Phone # <sup>1</sup> :				
Primary Address	Address Line 1:				Apt:	
	Address Line 2:					
	City:					
	State:		ZIP/Postal Code:		+4	
Date of Birth:		Hire Date:		Payroll Frequency:	<b>Bi-Weekly</b>	

*All fields are required for account setup. Information is confidential and is not used for marketing purposes.*

<sup>1</sup>Please provide this information if available (not required).

### ANNUAL ELECTIONS

*Prior to completing your election amounts below, please refer to the instructions on page 2.*

I select the following benefits and amount(s) to be deducted pretax:	Employee Annual Election Amount	Employee Minimum Annual Election	Employee Maximum Annual Election
<input type="checkbox"/> <b>Healthcare FSA (Annual Election / 24 Pay Periods)</b>	\$	\$ 0	\$2,750
<input type="checkbox"/> <b>Dependent Care FSA (Daycare Expenses) (Annual Election / 24 Pay Periods)</b>	\$	\$0	\$10,500 \$5,250 if married filing single

### TASC CARD

You will receive one TASC Card to use for your benefit account(s). You may request **one additional card** for your spouse or dependent free of charge. Cards are mailed to your home address 7-10 days after your enrollment has been processed.

**To request an additional TASC Card for your spouse or dependent, print their name below (or request via TASC web portal):**

<b>1</b>	<b>Spouse or Dependent Name (First, MI, Last):</b> (No fee)	
<b>2</b>	<b>Dependent Name (First, MI, Last):</b> (Additional fee may apply)	

3	<b>Dependent Name (First, MI, Last):</b> (Additional fee may apply)	
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**\*\*AUTHORIZATION SIGNATURE REQUIRED ON PAGE 2\*\***

TASC | 2302 International Lane | Madison, WI 53704-3140 | 1.800-422-4661 | www.tasconline.com | FX-2008-090519

*The information contained in this communication is confidential and to be used by TASC employees and representatives for only its intended purpose.*

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## EMPLOYEE ENROLLMENT FORM Flexible Spending Account (FSA)

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### AUTHORIZATION

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I certify the above information to be true to the best of my knowledge and that the children for whom I will be claiming dependent or child care expenses either reside with me in a parent-child relationship or are legally dependent on me for their support. I agree to have my compensation reduced by the deduction amount(s) stated above. I understand amounts remaining in my flexible spending account(s) not used for qualified expenses incurred during the plan year will be forfeited in accordance with current plan provisions and tax laws. I further understand that the FSA deduction(s) will be in effect for the entire plan year and cannot be changed or revoked except as permitted by federal law. I understand that my share of eligible group premium(s) will be automatically deducted before taxes. I also understand that if I do not wish to have my eligible insurance contributions deducted pretax and prefer to be taxed on these dollars, I will contact my payroll department. I understand additional TASC Cards issued to my spouse or dependent will provide the named individual with access to my flexible spending account(s) and MyCash account. I accept all responsibility for card transactions incurred by the named individual and will submit supporting documentation, as requested, for those transactions. I agree that upon inappropriate or fraudulent use of the TASC Card or termination of employment, I will immediately return all TASC Cards to my Employer.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### ELECTION INSTRUCTIONS

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#### Instructions for entering elections under each applicable benefit account type:

- 1. Healthcare FSA Election:** This amount you expect to pay out-of-pocket toward eligible medical expenses throughout the plan year, which may include deductible and co-insurance portions of health insurance (NOT premiums), dental expenses, orthodontic expenses, eye care, and other eligible healthcare expenses. Per IRS regulations, a participant may elect a maximum based on the current IRS limits. Your employer may have a plan year maximum less than the IRS allowed amount. Review your Summary Plan Description (SPD) or check with your employer for your plan's maximum annual amount. Your annual election will be split into equal amounts to be deducted pretax from every payroll throughout the plan year. Your total annual election amount is available for reimbursement on the first day of the plan year as eligible expenses are incurred.
- 2. Dependent Care FSA Election:** Amount you expect to pay out-of-pocket for eligible day care expenses for the plan year. Your annual contribution must be within the maximum allowable amount under IRS regulations for a family or for married individuals filing single. Plan funds are available as they are contributed.

**For assistance: call toll-free 800-422-4661**

**Have your enrollment form, employer name, and the Client ID# ready.**

Find all IRS limits on our resource web page: <https://www.tasconline.com/benefits-limits/>

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## Frequently Asked Questions

### ➤ How do I enroll?

- ✓ Simple – TASC enrollment can be found @ <https://risk.myintranet.co.clark.nv.us/2022-open-enrollment/>
- ✓ Email the completed TASC enrollment form to The Office of Risk Managements' secure email address @ [CCSelfFundedOpenEnrollment@ClarkCountyNV.gov](mailto:CCSelfFundedOpenEnrollment@ClarkCountyNV.gov) **no later than 5:00 pm by October 28, 2021.**

### ➤ When do I become eligible?

- ✓ **New Hire** - As a new hire you are eligible the 1st day of the month following 60 days of employment. Payroll deductions will begin on the first paycheck following enrollment. If enrollment is received within 31 days from your effective date; then your deductions will begin 1st of the month following enrollment.
- ✓ **Annual Open Enrollment** – This occurs typically, during October 1 -31st of each year; an eligible member may enroll in either FSA and/or DDC. Payroll deductions will begin on the first paycheck of January.
- ✓ **2022 Open Enrollment will begin September 28th to October 28<sup>th</sup>.**
- ✓ **Qualifying Events** i.e., Marriage/Divorce/Births – you have 31 days from the qualifying event to enroll; then your deductions will begin 1st of the month following enrollment.

### ➤ Once enrolled – will my election automatically renew - year to year?

No, enrollment in FSA or DDC is completely voluntary. Your participation will not automatically renew from year to year. **Annual enrollment is required**, which occurs during Clark County's Open Enrollment (typically October) for a January 1<sup>st</sup> effective date.

### ➤ What expenses are FSA eligible?

Out of pocket expenses such as:

Medical = Co-payments, deductibles, and co-insurance

Dental = Braces

Vision = Eye-glasses and/or contacts

Pharmacy = Prescriptions

Medical Equipment = Hearing aids, wheelchair and durable medical equipment

➤ **What are the maximums?**

- ✓ FSA - \$2,750 annually
- ✓ DDC - \$10,500 annually – married filing joint/ \$5,250 married if filing separately

➤ **Can I get a TASC debit card for my spouse and/or dependents?**

- ✓ Yes, you can request a TASC Card for your spouse and/or dependents when you enroll or by accessing your account via the TASC website @ <http://www.tasconline.com>.

➤ **How do I figure out my deductions?**

Think about the expenses you that know you have. For example, eyeglasses or prescriptions you get every month, or maybe you have a doctor's appointment 2 or 3 times a year. Add up those amounts for your election.

Elected amount/24 pay periods or a new hire the number of pay periods remaining for that year.

Example: FSA Election is \$2,750 divided by 24 pay periods = \$114.58 per paycheck

Example: DDC Election is \$10,500 divided by 24 pay periods = \$437.50 per paycheck

➤ **How do I sign into my new account?**

- ✓ Sign in @ <http://www.tasconline.com>. Use your email address as your username. Before signing in for the first time, you must **sign up** for an account. To do so, click the green **sign up** link (under the Terms and Conditions), then enter your email and create a password.

➤ **What internet browser should I use?**

- ✓ Chrome is the supported browser.

➤ **How do I view my benefits accounts?**

- ✓ All your benefit accounts are listed in your account overview. Click "View All" to see total contributions and expenditures across all accounts.

➤ **How do I view my account balances?**

- ✓ You can view your balances anytime from your account overview page or benefit accounts page using the TASC mobile apps.

- **How do I submit a reimbursement request?**
  - ✓ You can conveniently submit a reimbursement request from your account or the free TASC mobile app. To eliminate the need to submit reimbursement requests, use your TASC Card to pay for eligible expenses at the point of purchase.
- **How do I set up direct deposit?**
  - ✓ To schedule a balance transfer, sign into your account and follow the steps on the Overview page under MyCash balance (upper right corner).
- **How do I file a claim?**
  - ✓ **Debit card:** pay for your eligible **2022 (only)** expenses with a debit card. Most expenses auto-substantiate (meaning in most cases, you don't need to submit a receipt for reimbursement).
  - ✓ **Online claims submission:** file your claims and upload your receipts via the web.
  - ✓ **Mobile claims submission:** file your claims and upload your receipts via a mobile device.
- **What is a roll over provision? This typically applies to FSA only, for plan year ending in 2021 to plan year ending in 2022; IRS guidance is allowing for Dependent Care as well.**

If your eligible expenses are lower than your annual election the roll over amount is unlimited for plan year ending in 2021 to plan year ending in 2022.

Please note; the rollover amount is in addition to the new plan year election.

For example; if you have \$200 left in your account at the end of 2021 it can be rolled over to 2022. You elected \$2,000 in 2022 but you actually have \$2,200 to spend.

- **What if I have money left in my account at the end of the 2021 plan year?**
  - ✓ **Online claims submission:** file your 2021 claims and upload your receipts via the web <https://uba.tasconline.com/login>.
  - ✓ **Mobile claims submission:** file your 2021 claims and upload your receipts via a mobile device.
  - ✓ **Paper claim form:** complete the TASC reimbursement form to go along with your 2021 receipts & submit to TASC.
- **When is the last day to submit for plan year 2021 reimbursement?**
  - ✓ **March 31st, 2022 by 5:00 pm (PST).**
- **Can I cancel my FSA and/or DDC election at any time?**

- ✓ No, as this is an annual tax year election.
- ✓ Yes, if you have a Qualifying Event (as defined previously).