



TO: Non Union Employees
Fire Department Employees
Police Department Employees
Public Works Employees

FROM: Lisa Anthony

DATE: 11/5/19

RE: FLEXIBLE SPENDING ACCOUNT

It is time for our annual enrollment for the flexible spending account. Open enrollment will be from **November 11 – November 22, 2019**. We will remain with our current carrier Discovery Benefits.

- Please note that the annual contribution for the health savings account is a maximum of **\$2,700**. (if the amount changes I will let you know)
- If you are in the HMO plan, the Village will put into the account \$100 if you have single coverage or \$200 for family coverage. If you wish to contribute more into the account you may do so with a maximum of **\$2700** per year for health care (combined with the \$100 or \$200).
- The maximum amount you can contribute for dependent care is \$5000.
- If you choose to contribute to the account please note that it is for 26 pay periods.
- If you choose to only have the amount the Village is putting in (HMO only), then please put that on the form.
- You are able to carry over a maximum of \$500 from this year to next year.
- If you elect not to participate, please sign step 5 on the form.
- Your debit cards are good for 3 years, in which many will be receiving new cards effective 1/1/2020 as the cards are expiring 12/31/2019. You will also receive a new card if this is your first time to enroll in the plan.
- This plan begins 1/1/2020 and runs for the calendar year.

All employees must complete this form and return to me by 11/22/19, even if you are waiving this benefit.

Any questions feel free to contact me (847) 671-8282.