Optum Financial
Flexible Spending (FSA) Account Handbook

A smart way to care for the important things in your life.
Health Care FSA
Plan for health care expenses.

An Optum Financial Health Care FSA is the smart way to save and pay for IRS eligible health care expenses. It’s smart because you can set aside pre-tax dollars in your FSA. Whenever you need to pay out-of-pocket for eligible health care costs, just use your Optum Financial payment card. For 2022, Health Care FSA contributions are limited to $2,750.

Lower your taxes.
When you contribute to a Health Care FSA, you’re setting aside pre-tax dollars. You don’t have to pay federal income taxes on the money you put into your account. That means you may actually lower the amount of federal income tax you pay.

Access your funds immediately.
The money you choose to put into your FSA is available to you on the first day of your plan year. You don’t have to wait until your FSA balance grows to pay for eligible expenses.

The “use it or lose it” rule.
The “use it or it lose” rule means you will lose any money left in your account at the end of the plan year. However your health care FSA includes a provision that allows you to carry over a limited dollar amount from one plan year to the next. You will only forfeit dollars if your balance exceeds the allowable carryover after the run out period has ended.

It’s your choice. You decide how much to contribute.
With an FSA, you choose how much to contribute. Be sure to plan ahead and create a list of anticipated health care expenses for the coming year.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Estimated cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Prescriptions</strong></td>
<td></td>
</tr>
<tr>
<td>• Prescription drugs</td>
<td>$</td>
</tr>
<tr>
<td><strong>Copayments, coinsurance and deductibles</strong></td>
<td></td>
</tr>
<tr>
<td>• Office visit copayments</td>
<td>$</td>
</tr>
<tr>
<td>• Coinsurance payments</td>
<td>$</td>
</tr>
<tr>
<td>• Medical plan deductible</td>
<td>$</td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td></td>
</tr>
<tr>
<td>• Eligible dental services</td>
<td>$</td>
</tr>
<tr>
<td>• Orthodontist</td>
<td>$</td>
</tr>
<tr>
<td><strong>Vision and hearing</strong></td>
<td></td>
</tr>
<tr>
<td>• Eye exams</td>
<td>$</td>
</tr>
<tr>
<td>• Eyeglasses and contacts</td>
<td>$</td>
</tr>
<tr>
<td>• Hearing aid</td>
<td>$</td>
</tr>
<tr>
<td>• Other expenses</td>
<td>$</td>
</tr>
<tr>
<td><strong>Your total expenses for plan year</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

You may be able to use your FSA to pay for:
- Alcohol and drug addiction inpatient treatment
- Breast reconstruction surgery following a mastectomy or cancer
- Dental treatment
- Diagnostic tests and devices
- Doctor’s visits
- Eye exams
- Eyeglasses and contact lenses
- Fertility enhancements
- Hearing aids and batteries
- (Certain) over-the-counter drugs and medications
- Physical therapy
- Prescriptions
- Smoking cessation programs

You CANNOT use your FSA to pay for:
- Cosmetic surgery
- Diaper service
- Electrolysis or hair removal
- Health club dues
- Teeth whitening
- Toiletries (soap, body lotion)
- Vitamins and nutritional supplements
- Weight loss programs (unless prescribed)

IMPORTANT
This is only a partial list. For more information, check out the qualified medical expense tool on optumfinancial.com.
How much money can I save?
If your annual income is $45,000, you can save $593 a year in taxes.

<table>
<thead>
<tr>
<th>Check it out:</th>
<th>With FSA</th>
<th>No FSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual pay</td>
<td>$45,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>Pre-tax FSA contribution</td>
<td>-$2,000</td>
<td>-$0</td>
</tr>
<tr>
<td>Taxable income</td>
<td>$43,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>Combined Federal, State and Social Security taxes</td>
<td>-$12,750</td>
<td>-$13,343</td>
</tr>
<tr>
<td>After-tax dollars spent on eligible expenses</td>
<td>-$0</td>
<td>-$2,000</td>
</tr>
<tr>
<td>Spendable income</td>
<td>$30,251</td>
<td>$29,658</td>
</tr>
<tr>
<td>Tax Savings</td>
<td>$593*</td>
<td>$0</td>
</tr>
</tbody>
</table>

Access your account anywhere, any time.
Sign in to your account at optumfinancial.com or use our mobile app to:

- Check your balance
- View your claims
- Monitor payments
- Receive messages
- Submit receipts

Paying for eligible expenses.
With your Optum Financial payment card, you can pay for eligible health care expenses without submitting any paper claim forms. It’s fast and convenient. Fill a prescription. Pay and be on your way.

You can also pay for eligible health care expenses with a personal credit card or check. Just submit a claim request online, or on the mobile app, along with the right documents, and receive your reimbursement directly into your bank account. Sign up for direct deposit when you sign in to your account at optumfinancial.com.

Save your receipts.
Be careful how you use your FSA. There are rules. You will want to keep receipts from your doctors, dentists, clinic, pharmacy and hospital for all eligible health care expenses. All receipts should include the date and description of the service, provider’s name and amount paid. That way, you have proof if you need to verify that all of your FSA expenses meet IRS requirements for eligibility.

Changing your contributions.
In special situations — if you get married or divorced, or if you have a baby — you may be able to adjust the amount you contribute to your FSA. This is called a change in status. If you have a qualifying change in status, your benefits representative can help you adjust your contributions. For specific details, check your employer’s plan documents.

If you leave the company during the plan year, you may submit FSA claims for expenses incurred while you were still covered under the plan.

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You can also pay for eligible health care expenses with a personal credit card or check. Just submit a claim request online, or on the mobile app, along with the right documents, and receive your reimbursement directly into your bank account. Sign up for direct deposit when you sign in to your account at optumfinancial.com.

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If you leave the company during the plan year, you may submit FSA claims for expenses incurred while you were still covered under the plan.
**Benefits with a carryover:**
- Your carryover balance is in addition to your annual election.
- You can estimate your expenses for the coming year and then add some extra — up to your allowable carryover amount. If you don’t spend it next year it rolls to the following year.
- Even if you don’t make an election for next year your balance will still carry over.
- The carryover applies to your health care FSA but not your dependent care FSA.
- **For 2022, the carryover limit is $550**

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**See how Jane receives tax benefits and uses the carryover option with her FSA:**

<table>
<thead>
<tr>
<th>Glasses</th>
<th>$400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rx copays</td>
<td>$300.00</td>
</tr>
<tr>
<td>Dental services</td>
<td>$800.00</td>
</tr>
<tr>
<td>Annual election</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

Jane budgets:

Jane’s dental services end up costing $1,000 (vs. the $800 she budgeted) and her annual Rx is $300, so she spends the $1,300 and decides to wait and purchase her glasses next year when she can put additional dollars into her FSA. Jane has $200 to carry over to next year.

She needs $700 to pay for glasses and Rx copays next year. With her carryover of $200, she should elect $500 for next year, however, with the carryover feature in her plan she decides to add a little more to her election knowing that she will not lose it at the end of the year. Jane elects $800 in next year’s plan.

**$550***

$360 Federal
$75 State
$115 FICA

Total tax savings

Hypothetical example is for illustration purposes only. Costs, circumstances and tax rates may vary.

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**Take control. Start using your account today.**

An Optum Financial FSA is a great way to pay for eligible health care expenses that your insurance plan doesn’t cover. It’s simple to enroll:

1. **Decide how much you want to set aside for eligible health care expenses during the plan year.**

2. **Sign up during your annual benefits enrollment period. Your contributions will be withheld from each paycheck before taxes and credited to your FSA.**

3. **Use your Optum Financial payment card to pay for eligible health care expenses. If you prefer, you can use a personal check or credit card and submit a claim request. It’s simple and fast. Either way, you’ll enjoy the tax-advantaged savings.**

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**OPTUM Financial™ optumfinancial.com**

*Based on 22% federal, 5% state, 7.65% FICA tax rates. Results and amount will vary depending on your particular circumstances.

Flexible spending accounts (FSAs) are administered on behalf of your plan sponsor by Optum Financial, Inc. and are subject to eligibility and restrictions. Please contact a legal or tax professional for advice on eligibility, tax treatment, and restrictions. Please contact your plan administrator with questions about enrollment or plan restrictions. Federal and state laws and regulations and the design of your plan are subject to change.

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Using a flexible spending account (FSA) is a great way to pay for eligible expenses with income tax-free dollars. The following lists are not all-inclusive but will highlight some common eligible expenses for your health care FSA, limited purpose FSA or dependent care FSA. The Internal Revenue Service (IRS) decides which expenses can be paid from an FSA, and they can modify the list at any time. Be sure to review your benefit plan documents to learn what expenses are eligible for reimbursement under your specific plan.

If you are currently participating in a high-deductible health plan (HDHP) and are contributing to a health savings account (HSA), you may also participate in a limited purpose FSA. Expenses are limited to dental and vision expenses identified with an asterisk (*) in the list below.

### Common eligible health care expenses

- Acupuncture
- Ambulance
- Artificial limbs
- Artificial teeth *
- Birth control treatment
- Blood sugar test kits for diabetics
- Breast pumps and lactation supplies
- Chiropractor
- Contact lenses and solutions *
- Crutches
- Dental treatments including X-rays, cleanings, fillings, sealants, braces and tooth removals *
- Doctor’s office visits and copays
- Drug addiction treatment
- Drug prescriptions
- Eyeglasses (Rx and reading) *
- Fluoride treatments *
- Flu shots
- Guide dogs
- Hearing aids and batteries
- Infertility treatment
- Inpatient alcoholism treatment
- Insulin
- Laboratory fees
- Laser eye surgery *
- Medical alert bracelet
- Medical records charges
- Midwife
- Occlusal guards to prevent teeth grinding
- Orthodontics *
- Orthotic Inserts (custom or off the shelf)
- (Certain) over-the-counter drugs and medications
- Physical therapy
- Special education services for learning disabilities (recommended by a doctor)
- Speech therapy
- Stop-smoking programs (including nicotine gum or patches, if prescribed)
- Surgery, excluding cosmetic surgery
- Vaccines
- Vasectomy
- Vision exam *
- Walker, cane
- Wheelchair

### Managing your FSA is simple

It’s easy to manage your account online. Simply register at [optumfinancial.com](http://optumfinancial.com) to:

- Sign up to receive email notifications
- Sign up for direct deposit
- Check your account balance
- Submit claims and receipts for reimbursement
- View your recent transactions

With an Optum Financial FSA, you have the tools and resources to make the most of your health care dollars.

### We’re everywhere you go

The Optum Financial mobile app is the most convenient way to check your balance, submit and review claims, and receive messages — even when you’re in line at the pharmacy. You can snap a photo of a receipt using your device’s camera and upload it to your account to document your claim.
Common over-the-counter (OTC) medicines
Many over-the-counter medicines and drugs as well as medical supplies may be eligible for reimbursement with a health care FSA. Examples include but are not limited to:

- Acid controllers
- Acne medicine
- Anti-gas products
- Allergy and sinus medicine
- Anti-diarrheal medicine
- Baby rash ointments/creams
- Bandages, adhesive or elastic
- Braces and supports
- Breast pumps
- Blood pressure monitors
- Catheters
- Cold and flu medicine
- Cold packs/hot packs
- Contact lens solution and supplies*
- Contraceptives
- Crutches
- Denture adhesives*
- Diagnostic tests and monitors (such as blood glucose monitors)
- Elastic bandages and wraps
- Eye care*
- Feminine antifungal or anti-itch products
- First-aid supplies
- Hemorrhoid treatments
- Laxatives or stool softeners
- Menstrual care products
- Motion sickness medicines
- Nasal sprays or drops
- Ointments for cuts, burns or rashes
- Ostomy products
- Pain relievers, such as aspirin or ibuprofen
- Pregnancy test kits
- Sleep aids
- Stomach remedies
- Sunscreen
- Thermometers
- Walkers, wheelchairs and canes

Services that may be eligible with a letter of medical necessity form completed
This list is not all-inclusive:

- Weight-loss program, only if it is a treatment for a specific disease diagnosed by a physician (e.g., obesity, hypertension, heart disease)
- Compression hosiery/socks, anti-embolism socks or hose
- Massage treatment for specific ailment or diagnosis
- CPR classes for adult or child
- Improvements or special equipment added to a home or other capital expenditures for a physically handicapped person
- Toothbrushes (including electric) and toothpaste

The IRS publishes information on FSAs and eligible medical expenses. Visit [irs.gov](https://irs.gov) and search for Publication 502 or 969 to learn more.

View your account information at [optumfinancial.com](http://optumfinancial.com)
Ineligible expenses
Listed below are some services and expenses that are not qualified for FSA reimbursement. This list is not all-inclusive:

- Aromatherapy
- Baby bottles and cups
- Baby oil
- Baby wipes
- Breast enhancement
- Cosmetics and skin care
- Cotton swabs
- Dental floss
- Deodorants
- Hair re-growth supplies and/or services
- Health club membership dues
- Humidifier
- Lotion
- Low-calorie foods
- Mouthwash
- Petroleum jelly
- Shampoo and conditioner
- Spa salts
Your Health Care FSA with Optum Financial includes an Optum Financial payment card.

The Optum Financial payment card is a fast and convenient way to pay for eligible medical expenses without submitting paper claim forms. Use it at the pharmacy, pay at the doctor's office or write your payment card number on your provider bill. Just remember to keep your receipt, because transactions may have to be validated or substantiated per IRS guidelines.

How are cards processed?
- If you use the Optum Financial payment card at an IIAS-approved pharmacy, the eligible prescriptions should be automatically substantiated. The IIAS-approved pharmacy list is available at: https://www.sig-is.org/. Vendors such as Wal-Mart, Target, Walgreens and CVS are all approved vendors.
- Optum Financial may have received copay information based on your employer's medical, dental and vision plan. These copay amounts will automatically substantiate payment card transactions at doctor's offices and medical facilities. Documentation, such as an itemized receipt, may be required to be reimbursed for these expenses.
- All other purchases may be subject to additional substantiation requirements.

How will I know if I need to submit a receipt to Optum Financial?
- Typically, you will receive a notification from Optum Financial within 7 business days letting you know that a receipt is needed. A second notification will be sent at 30 calendar days.
- If a purchase cannot be substantiated or does not meet eligibility requirements, Optum Financial will ask for the funds to be returned and will credit your plan. Information on how to do this is included in the communication that you will receive.
- If no response is received from you within 45 calendar days, your card will be deactivated to ensure compliance with IRS requirements. During this time, you cannot use your Optum Financial payment card, but you can continue to file manual claims. In order to reactivate your card, you will need to either submit correct documentation or repay the expense.

What information is required by the IRS on a receipt?
- Date of service
- Type of service (prescription, copayment, dental, etc.)
- Name of the provider and name of individual serviced
- Cost of the item or service
- Tip: An Explanation of Benefits meets these IRS requirements

Questions?
Call 1-877-292-4040 to speak to an account representative
Dependent Care Assistance Program (DCAP)

Don’t pay full price — get the tax-advantaged rate.

This dependent care assistance program (DCAP) benefit provides tax savings for the care of your children, a disabled spouse, or legally dependent parent during your working hours. So your family is completely taken care of while you’re busy on the job.

For dependent care assistance programs, IRS contribution limits are $5,000 per year if you are married and filing a joint return, or if you are a single parent. If you are married and filing separately, you may contribute up to $2,500 per year per parent.

How much can I save?
On average, you can save $1,482 a year.

<table>
<thead>
<tr>
<th>Check it out</th>
<th>With DCFSA</th>
<th>No DCFSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual pay</td>
<td>$45,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>Pre-tax FSA contribution</td>
<td>-$5,000</td>
<td>-$0</td>
</tr>
<tr>
<td>Taxable income</td>
<td>$40,000</td>
<td>$45,000</td>
</tr>
<tr>
<td>Combined federal, state and Social Security taxes</td>
<td>$11,860</td>
<td>$13,343</td>
</tr>
<tr>
<td>After-tax dollars spent on eligible expenses</td>
<td>-$0</td>
<td>$5,000</td>
</tr>
<tr>
<td>Spendable income</td>
<td>$28,140</td>
<td>$26,658</td>
</tr>
<tr>
<td>Tax savings for the year</td>
<td>$1,482*</td>
<td>$0</td>
</tr>
</tbody>
</table>
What does it cover?

Put pre-tax money into your account

Use it for eligible expenses

Save money

The cost of day care for children, or supervision for an aging parent, is a significant expense for many families. A dependent care flexible spending account from Optum Financial allows you to pay for these services while reaping an important tax break.

The following means of care are eligible for children under 13, providing you savings relief and peace of mind while you work:

• Before- and after-school care
• Day care and preschool
• Summer and holiday camp
• Babysitter, nanny, or au pair

You can also use your account for adult dependents who need care, such as a spouse or live-in parent. This includes:

• Care of an incapacitated adult who lives with you
• Expenses for an in-home caregiver

How do I start?

Sign up

Enrollment only comes once a year, so be sure to get your year-round savings. You decide how much to contribute, and pre-tax funds are deducted from your paycheck.

And remember to download the Optum Financial mobile app for your iOS or Android device, your secure app that lets you view your balance and payments, upload photos of documentation and contact customer service.

Download the Optum Financial app

Enjoy an easier way to manage your flexible spending account. You can pay bills, view transactions, upload receipts and more. Download today on your Apple or Android device.

* Combined tax rate of 29.65% (22% + 7.65% FICA)

Results and amounts will vary depending on your particular circumstances.

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Common Dependent Care Eligible/Ineligible Expenses

Eligible expenses
Dependent care assistance program funds cover care costs for your eligible dependents to enable you to work. Examples include:

• Before school or after school care (other than tuition)
• Qualifying custodial care for dependent adults
• Licensed day care centers
• Nursery schools or pre-schools
• Placement fees for a dependent care provider, such as an au pair
• Child care at a day camp, nursery school or by a private sitter
• Late pick-up fees
• Summer or holiday day camps

Ineligible expenses
These items are not eligible for tax advantage reimbursement from dependent care assistance program funds:

• Expenses for non-disabled children 13 and older
• Educational expenses, including kindergarten or private school tuition fees
• Amounts paid for food, clothing, sports lessons, field trips and entertainment
• Overnight camp expenses
• Registration fees
• Transportation expenses
• Late payment fees
• Payment for services not yet provided (payment in advance)
• Medical care

For more information, visit optumfinancial.com