

CLAREMONT UNIVERSITY CONSORTIUM



MEMORANDUM

BENEFITS ADMINISTRATION

TO: Flexible Spending Account (FSA) Participants

FROM: CUC Benefits Administration

DATE: December 22, 2014

SUBJECT: PayFlex - New FSA Administrator

Benefits Administration has been notified that you have elected to contribute to the Flexible Spending Account (FSA) for 2015. Your tax-deferred contributions to your Flexible Spending Account (FSA) will be deducted from your pay beginning January 2015. If you are contributing to the Health FSA, the annual contribution you had elected at Open Enrollment will be available to you to use for qualifying expenses before your first contribution is made from your January 2015 pay. However, if you are contributing to the Dependent Care FSA, your contributions will be available for reimbursement only after your contributions have been made and can cover reimbursement requests.

The new FSA administrator for 2015 is PayFlex. PayFlex is currently working on the Claremont College's Open Enrollment file which contains the 2015 FSA elections. Due to delays in developing the electronic file exports, PayFlex is unable to guarantee that the new debit card will arrive to all participants before January 1, 2015. They are confident that most participants will receive their new PayFlex debit card by the first week in January.

Submitting a reimbursement for an eligible expense incurred before the new debit card is received. Participants will need to pay for the expense out of pocket and submit a claim for reimbursement. Attached is a blank reimbursement form for your convenience. To submit a claim with PayFlex online and obtain information about the FSA, visit www.healthhub.com. When you open the site, click on the "employees" tab, "My HealthHub Resources" for the account forms. Information and guides are available through the "Educational Materials" link.

If you have any questions about this memo, please contact CUC Benefits Administration at (909) 621-8151.